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			<hr/> \$13,269.38

REPORT OF FINANCE COMMITTEE May 25, 1920

To the American Library Association:

In accordance with the provisions of Section 12 of the Constitution, your Finance Committee submits the following report:

In January the probable income of the Association for 1920 was estimated as \$33,380, and the Executive Board was authorized to make appropriations for this amount. The details of the estimated income were published in the Bulletin for March, 1920, together with the budget adopted by the Executive Board, and are for this reason not given here.

Dr. C. W. Andrews has audited for the committee the accounts of the treasurer and of the secretary as assistant treasurer. He found that the receipts as stated by the treasurer agree with the transfers of the assistant treasurer, with the cash accounts of the latter, and with the statements of transfers in the accounts of the trustees.

The expenditures as stated are accounted for by properly approved vouchers, and the balance shown as that in the Union Trust Company of Chicago agrees with the bank statement of December 31, 1919. The bank balances and petty cash of the assistant treasurer agree with the bank books and petty cash balances. The accounts of the assistant treasurer are correct as cash accounts.

The securities now in the custody of the trustees have been checked for the committee by Mr. Harrison W. Craver, who certifies that their figures are correct. He found that the bonds and other securities amount, at par value, to \$102,500 for the Carnegie fund, and to \$9,261.84 for the endowment fund.

The accounts of the James L. Whitney fund, which are in the hands of the treasurer, have been examined and found to be as stated by him in his annual report.

The firm of Marwick, Mitchell, Peat & Co.

has made quarterly audits of the War Service funds, the last period for which a complete audit is in hand being that for the three months ended March 31, 1920. The reports of the auditors found the account correct and all expenditures properly vouched for.

In March of the present year the Executive Board took over from the War Service Committee the control of the continuation of war work, including the extraordinary funds and securities, which were, on March 8, the date of the transfer, as follows:

First Fund:

Cash	\$ 5,511.90
Liberty Loan Bonds (par value)	350.00

Second Fund:

Cash	75,549.87
Liberty Loan Bonds, War Saving Stamps, and Thrift Stamps (par value)	211,485.75

These funds are deposited with the American Security and Trust Company, Washington, D. C., which company has been appointed treasurer of these extraordinary funds, which now stand to the credit of the Executive Board of the American Library Association.

The Finance Committee has just received the financial report of the Committee on Enlarged Program as included in the report of the secretary of that committee on April 27, but has not yet a final report on the audit. This will be given in a supplementary report when received.

SUPPLEMENTARY REPORT OF FINANCE COMMITTEE

The Finance Committee respectfully submits the following supplementary report covering:

First: The accounts of the retiring treasurer to April 1, 1920. They find that the receipts as stated by him agree with the transfers of the Assistant Treasurer and with the cash accounts of the latter. The expenditures as stated are accounted for by properly approved vouchers and the balance shown has been transferred to the incoming treasurer and is accounted for by receipts from him.

Second: The Committee is informed that on March 8, 1920, the War Service Committee transferred to the custody of the Executive Board funds remaining in their possession. Their accounts have been audited by Marwick, Mitchell & Co. and the expenditures are stated to be covered by properly audited vouchers. The balance as shown has been transferred to the custody of the Executive Board and has been deposited with the American Surety and Trust Company as agent of the Executive Board. The Committee certify that the statements of the agent show that this balance is so held, but they call attention to the fact that the constitution of the Association makes no provision for such an additional financial agent.

Third: The Committee have examined the audit made of the accounts of Frank P. Hill, retiring chairman of the Committee on Enlarged Program, and report that the auditors certify that these accounts have been properly audited as of April 24. The reports show that the balance has been transferred to the custody of the incoming chairman.

CLEMENT W. ANDREWS,

For the Finance Committee.

WAR SERVICE COMMITTEE

Albany, New York, May 19, 1920.

To the President and Members of the American Library Association:

Your War Service Committee respectfully submits this brief formal report, introducing a group of more particular statements which recount in some detail the activities of the A. L. A. War Service at home and abroad during the year under review, and which present full accounting of its finances.

During this year there was one change in the personnel of the Committee, Gratia Countryman resigning and President Hadley naming as her successor Mary L. Titcomb of the Washington County, Maryland, Free Library.

Since the last printed report the Committee has held four meetings, as follows:

June 25, 1919, Asbury Park, New Jersey; all members present.

September 10, 1919, Richfield Springs, New York; six members present.

November 19, 1919, New York City; six members present.

January 27, 1920, New York City; four members present.

The full minutes of these meetings are printed on later pages of this report.

The chief features of the work are covered in appended statements from the General Director and the European Representative of the War Service. They reflect a steady diminution of the work at home since June, 1919, and a very rapid increase in the work overseas until its peak was reached, nearly a year after the armistice. This unexpected prolongation of the need for welfare work with the Army and Navy was experienced by all the seven organizations that joined in the United War Work Campaign for funds in 1918 and bears out fully statements made at that time that the money asked for would be needed, that demobilization would be slower than supposed and that opportunities for fruitful and important work would be long continued.

The Committee of Eleven, acting as a joint executive body controlling the United War Work fund, has been especially active during this year. It has formulated policies, decided which items of expense were appropriate and inappropriate, has reviewed specific proposals from the different organizations, has considered numerous requests for aid from various Government agencies, has held frequent conferences with Army and Navy officials and finally, upon the relinquishment, on November 1, 1919, of most of the domestic welfare work directly aimed at soldiers and sailors still in service, turned over to the Government three million dollars to carry such work until Congress shall appropriate for it. Through all these meetings and conferences, the Chairman of the War Service Committee (acting as alternate for Mr. F. A. Vanderlip) has represented the A. L. A.

On November 1, 1919, conforming to details given by the General Director, the War Service Committee turned over to the Army and Navy (covering the existing service within the continental limits of the United States), 25 buildings, 921,293 books, and a personnel numbering 164, with all equipment and good will. This action was in line with the wish, the effort and the fixed policy of the A. L. A. Unlike other welfare agencies, its service was a strictly professional one proffered during the emergency. With that at an end, its service closed. That this service so commended itself to the officials of Army and Navy as to make them earnestly desirous of continuing it under Government auspices and in peace times, is gratifying to our Association and a pleasing testimony to the effectiveness of our War Service. It is additionally reassuring to be able to report that, so far as the more formal organization of Government work permits, future library service to soldiers and sailors will be based on recommendations and suggestions made by the A. L. A. to sympathetic Government officials and that, certainly in the early months of the new service, it will be a professional personnel that inaugurates and carries on the work.

The still considerable work overseas, including besides the surviving work in Europe, establishments in Siberia, the Canal Zone and the Philippines, was retained by the War Service Committee until January, 1920, when it was formally handed over, with all remaining funds, to the Executive Board of the Association. There were several good reasons for this. It was a diminishing work—its General Director, in succession to Dr. Putnam, had been sought for the conduct of the Association's Enlarged Program. The decreasing work yielded to the growing enterprise and the two were united under the Executive Board.

The work thus surrendered to the Executive Board falls under these explicit heads:

Hospital service (There were in March, 1920, more than ten thousand ex-service men still in hospitals).

Soldiers blinded in battle.

Merchant Marine (This service to three thousand vessels and to the Coast Guard and lighthouses was begun during the war and has been continued by request of the Navy Department).

Coast Guard (at 325 stations).

Lightships and lighthouses (800).

War work industrial plants.

Discharged soldiers, sailors and marines (who in great numbers seek a book service which had become familiar to them in service).

The work in France and Germany (a Paris headquarters and a considerable work in the Coblenz area).

For these particular purposes, the balance of the United War Work funds will be available and it is hoped to put these forms of work on such a permanent basis as will arrange for their continuation by appropriate Government or other agencies. But that is for others. The War Service Committee has finished its work and with the adoption of this, its third annual report (if such be the Association's pleasure), it respectfully asks to be discharged.

Respectfully submitted,

J. I. WYER, JR., Chairman.
EDWIN H. ANDERSON,
CHARLES F. D. BELDEN,
R. R. BOWKER,
ELECTRA C. DOREN,
FRANK P. HILL,
MARY L. TITCOMB.

STATEMENT BY THE GENERAL DIRECTOR AS TO OPERATIONS JULY 1, 1919, TO MAY 1, 1920

The War Service of the American Library Association has not ended, and presumably will not end until the funds given for this service have been exhausted. There have been some modifications in the lines of activity and some difference, perhaps, in the objects to be accomplished, as will be indicated in the following brief report of its recent activities—

Service to the Army and Navy. On October 31, 1919, the War Department took over the entire library establishment, books, buildings, equipment, and a consid-

erable portion of the personnel in the army camps and posts within Continental United States. L. L. Dickerson was appointed, on the recommendation of A. L. A. War Service, to have charge. He is in the War Department, War Plans Division, Education and Recreation Branch, Library Sub-Section.

Mr. C. H. Brown was appointed Chief Consulting Librarian in the Bureau of Navigation, Navy Department, about the first of November, and the formal transfer of libraries in the navy and the marine corps throughout the world was made on January 1.

With the approval of the Committee of Eleven, the A. L. A. turned over to the War and Navy Departments \$105,970 for use in maintaining libraries in the army, navy, and marine corps until Congress should make specific grant for this new work.

Service to the Army outside of Continental United States. The army expects to take over this work gradually. In the meantime it is being continued by the American Library Association. Mr. Stevenson's report tells of the work in the Coblenz area.

The service to the troops in Siberia was of considerable importance until those troops were withdrawn.

In the Canal Zone library service is being given through sixteen Y. M. C. A. centers, eight army posts, two K. of C. huts, the Army and Navy Club at Cristobal, and through officers at Fort Sherman and at Empire. The service includes collections of from one hundred to two thousand books and current magazines.

In Hawaii ten posts, camps, etc., are served, two of which include hospitals. It is expected that the work in Hawaii will be taken over by the War Department on the first of June, 1920.

Owing to the transfer of troops from Siberia to the Philippine Islands, the work has expanded materially in the past months. Many thousands of books have been shipped from New York and San Francisco recently.

Until the army can assume the responsibility, the A. L. A. is endeavoring to supply reading matter to American soldiers wherever they may be stationed outside Continental United States.

Hospitals. In May, 1920, there are said to be more than 11,400 ex-service men in the hospitals of the United States. Some 8,000 of them are in the Public Health Service hospitals, the remainder in civilian hospitals. Our service is rendered to all patients in Public Health Service hospitals and to ex-service men in the civilian hospitals as needed.

Librarians have been appointed to take charge of the work in Public Health Service hospitals having 300 or more beds. The Red Cross usually assumes the responsibility for library service in the smaller hospitals in communities that have no public library. Where there is a public library the hospital work is usually under the supervision of the local librarian. In a few cases the salary and expense of a representative is shared by the Red Cross and the A. L. A.

Two plans are being considered for transferring this work. One is to turn it over to the Treasury Department so that it will be maintained as a regular part of the Public Health Service. The other (suggested by an official of the Public Health Service) is for the Public Health Service to enter into a contract with the A. L. A., the A. L. A. to provide the service, the Treasury Department to furnish the money.

Work with the Blind. In co-operation with other agencies and through the generosity of a number of authors who have given money for the Brailing of their own books, 50 titles have been put into Braille, Grade one and one-half. These books were Brailled for the special use of the war blind. Some of the titles were recommended by the Book Department of the Library War Service, some by heads of departments at the Red Cross Institute for the Blind, others were suggested by librarians, but all were approved

by the Director of the Red Cross Institute for the Blind.

No books are now being embossed without the approval of the A. L. A. Committee on Work with the Blind.

Merchant Marine, Coast Guard and Lighthouses. Through dispatch offices in the largest ports on the Atlantic, the Pacific, and the Gulf of Mexico, as well as through representatives in all other important seaport cities, the A. L. A. furnishes boxed libraries for the crews of all American Merchant Ships and provides free library service to American seamen.

The twenty-eight hundred men in the 325 stations of the United States Coast Guard are supplied with books and magazines which would otherwise be unobtainable at these isolated stations.

Most of the 724 lighthouses along our coasts, as well as the 67 lightships constantly in commission are inaccessible to cities and towns where books and reading matter may be obtained. Because of lack of funds the lighthouse service has been unable to replace to any considerable extent the books in its traveling library collections. These collections are being renewed and enlarged by the A. L. A. and arrangements are being perfected whereby men in the lighthouse service may obtain any books wanted for serious use.

Ex-Service Men. Our work in this department is intended to supplement the work of public libraries, library commissions, state libraries, school, college, and special libraries. The publicity of this department often attracts the attention of men who, when they have made their request, are directed to their local library and its resources.

Men who do not have access to local libraries or library commissions may borrow books from the A. L. A., the only expense being the return postage.

Books are also lent by the A. L. A. to any library anywhere for the use of ex-service men.

Industrial War Work Communities. The American Library Association during the war served the workers and their families

at 30 industrial plants engaged in the production of war materials. These included ship-building plants, iron works, munition plants, chemical works, etc. The number of books kept at these stations ranged from 50 to 3,500 according to the number of workers served.

This work is being continued in such of these communities as are still under the peculiar conditions resulting from the war, or where by a brief continuance of the service there is the chance of putting the library work on a permanent basis.

Overseas. The report of Mr. Burton E. Stevenson, who was for twenty-five months the European representative of the American Library Association, is printed in full on following pages.

Book Distribution. Several hundred thousand volumes were returned from France and a few from American camps for re-distribution. In the final distribution approximately 265,000 volumes went to the army, 170,000 volumes to the navy and marine corps, 265,000 volumes to the several states. Before this final distribution took place many thousands had been shipped to permanent army camps and posts, naval training stations, to the island possessions, to hospitals, and to the United States Shipping Board vessels. Approximately 40,000 volumes were transferred from the warehouse to the dispatch office as stock for the continuation work.

On the recommendation of the executive committee of the League of Library Commissions, the 265,000 volumes that were sent to the states were divided as follows: one-half on the basis of the number of service men from each state, the other half on the basis of the needs of the state as shown by the number of volumes per capita in the libraries of the state. In distributing the books through library commissions or other state agencies it was suggested that the purposes for which the books had been given be kept in mind. The actual use of the books in the state, however, was left to the state agency.

Book Selection, Order Department, and N. Y. Dispatch Office. To this Order De-

partment, through those in charge of the other departments, come all requests for specified titles sent in by librarians in the field. These specified books are purchased and sent to the person from whom the request comes. In cases where subjects only are mentioned, books on each subject are looked up and selection made. There is kept on hand, also, a stock of books selected from those returned from camps and overseas, from which to meet the frequent requests for popular technical books, fiction, etc.

For the information of War Service Librarians in the field, lists are made of selected titles and new books on various subjects.

The New York Dispatch office is the clearing house for shipment of books and supplies to and from publishers, A. L. A. representatives, and libraries.

Boxes of miscellaneous fiction and non-fiction are kept ready for calls from ships.

Current magazines for men still in the Army of Occupation and for other points in Europe are supplied through the Dispatch Office. Two hundred and fifty copies of each issue of twenty-eight different weeklies and monthlies are purchased and distributed.

Publicity. Most of the publicity during recent months has been addressed to the possible and prospective patrons of our service, and especially to ex-service men.

Through the co-operation of the Knights of Columbus, American officers of the Great War, American Legion District Adjutants and Federal Board men in schools, 211,000 circulars "Books for Former Service Men" have been distributed. The Y. M. C. A. issued a special bulletin calling attention to A. L. A. service; the American Legion sent a bulletin to their Department Adjutants describing the work of the A. L. A.

Lists have been printed by the department, the most important being "Eight Hundred Useful Books," "Five Hundred Business Books," and "One Thousand Technical Books." Twenty-five reading courses on practical subjects are now in

preparation to be syndicated by the Newspaper Enterprise Association.

At the request of the War Department Commission on Training Camp Activities, a historical report was compiled to cover Library War Service to the War Department, from January 1, 1919, to November 1, 1919, the date of the transfer to the Department. This supplemented the historical sketch previously prepared by Dr. Augustus Shearer, of the Grosvenor Library, Buffalo, which carried the Library War Service to January 1, 1919.

A similar sketch of Library War Service to the Navy was prepared at the request of the Navy Commission on Training Camp Activities, completing the history of the service up to the time of the transfer.

Exhibits during the year have been shown at the National Conference of Social Work and the American Medical Association, the National Tuberculosis Association, and at the National Marine League.

The Staff

The Personnel now includes:

In the New York Office (including book department and dispatch office)..... 35
In the Washington Office..... 4
Field representatives 4
Dispatch Offices other than New York.. 7
Overseas 9
Hospital librarians and assistants..... 25

Removal of Headquarters. In November, 1919, the headquarters were moved from Washington to New York City, with the exception of the Disbursing Officer and his staff who are still in the Library of Congress. It is expected that they will (in large part at least) be moved to Chicago in July.

Permanent Results. These may be said to include the establishment of a definite, comprehensive, library system in the army; a great expansion of the library work in the navy and marine corps; the establishment of a permanent American library in Paris; the stimulation of interest in libraries and demand for library service on the part of hundreds of thou-

sands of men; and a new faith among librarians themselves who saw new evidences of the value of what books can do.

General. Throughout the work of the last year, as during the period of active warfare, the A. L. A. War Service has had help, advice and assistance from libraries and librarians everywhere, and from such agencies as the Red Cross, the Y. M. C. A., Community Service, Inc., the National Educational Association, the Y. W. C. A., the National Tuberculosis Association, the National Marine League, the Bureau of Mental Hygiene, the Knights of Columbus, and the American Legion.

The General Director is under deep obligation to his predecessor, Dr. Putnam, with whom he served as assistant until December 13, 1919, and by whose masterly guidance the War Service organization was brought to such splendid effectiveness. To all the members of the staff at headquarters and in the field, grateful appreciation is due for their helpful spirit and self-sacrificing service.

CARL H. MILAM,
General Director.

REPORT OF THE A. L. A. REPRESENTATIVE IN EUROPE

Paris, April 5, 1920.

MR. CARL H. MILAM, General Director,
Library War Service,
New York City.

Dear Mr. Milam:

The first annual report* of the overseas operations of the Library War Service submitted by me to Mr. Putnam, brought the record of those operations down to the first of May, 1919. This, my second report—which is really only a summary—will close the record of our services to the American Expeditionary Forces, and to the American Forces in France, as the American personnel here was called after General Pershing's departure in September, 1919. I intend, subsequently, to submit to you a more detailed report of those serv-

*Report of the War Service Committee for year ending June 30, 1919, p. 33-36.

ices, together with a number of related documents which seem worth preserving.

It was in May and June, 1919, that we reached the peak of our effort. From that time on, the return of our men to the United States grew more and more rapid. One area after another was cleared of American troops, and as each area closed, our work there closed also. It was a matter of pride with us to hold on everywhere as long as there was any need of our services. In more than one instance, the A. L. A. hut was open after all other welfare activities had closed, and the A. L. A. woman in charge of it, as the last representative of her sex in the camp, found many other responsibilities thrust upon her besides that of dispensing books and magazines.

The way in which our work ebbed as the khaki flood receded is strikingly shown by our record of magazine distribution, which decreased from a total of 262,684 magazines in June to 36,741 in November.

At the time of my last report, we had just taken over this magazine service from the Y. M. C. A., K. of C., and A. R. C., and it was then too early to say anything very definite about it; but it soon developed into one of the most important and most deeply appreciated features of our work. The unit idea, carried out most happily by our New York dispatch office, enabled us to handle the magazines with a promptness and accuracy not otherwise possible, as well as with a minimum of waste. For the first time since they had been in France, the members of the A. E. F. were able to start a serial in a magazine with an assurance of being able to go on with it, and for the first time, too, they were supplied with a generous list of technical magazines, and magazines of serious appeal. I think the general feeling at first was one of incredulity—that we couldn't keep it up; and when we *did* keep it up, week after week and month after month, the feeling changed to warmest appreciation.

This service was not confined to the A. E. F., but as the supply of magazines became adequate, it was extended to the various military missions, and to the centres maintained by the American Relief Administration, the American Red Cross, the International Y. M. C. A., the Mission des Amis, the National Catholic War Council, the Young Women's Christian Association, the various college units, and the other welfare and relief organizations scattered throughout Europe, the near East, and Siberia. We were able to secure from the American Embassy in Paris the privilege of using the Government courier service for sending these magazines forward to the more remote places, and scores of letters in our files show how much they meant to these Americans, many of whom had no other means of keeping in touch with the outside world. In January, 1920, however, the Embassy informed us that the courier service was so overburdened that our magazines could no longer be accepted, but added that ordinary mail channels were now open and magazines could be sent direct from the United States, which information was passed on to our Washington headquarters for action. Many of these organizations have since closed their work, so that the service would have closed, in any event.

The last of the American Forces in France sailed for home on January 9, 1920; Brest was closed as an army post a few days later, and the transport service switched to Antwerp. We had ample warning of this change, and so were able to continue our service to the American Forces in Germany without interruption. It will, of course, be continued until the army is ready to take it over, or until the forces themselves are withdrawn.

It is a great pleasure to be able to report that the work in the Coblenz area, which at first presented many difficulties, is now well organized and proceeding smoothly. Our relations with the military authorities and the other welfare organizations are most

cordial; the central library, housed in a handsome building set aside for our use by the Rhineland Commission, is becoming more and more popular, and branches and deposit stations have been opened throughout the area, wherever our men are stationed. It has been possible to serve the military authorities and the various commissions in many ways, and to give valuable assistance to the army education work; the A. L. A. hut is the only recreational centre on the hospital grounds; and our magazine service, which reached the farthest post on the bridgehead, is felt to be indispensable. All of which assures our service the regard, consideration, and—most important of all—the hearty assistance of the army.

As our work throughout the field gradually closed, extensive salvaging operations were undertaken, to make sure that no books in usable shape should be destroyed or thrown away. In this work we had the co-operation of the military authorities and the other welfare organizations, with the result that carload after carload of books soon began to pour into our Paris warehouse. Here they were sorted, under direction of Mr. W. W. Simmons, and those in first-class condition, not needed at Paris or at Coblenz, were repacked in the overseas cases for return to New York.

At my request, the chief quartermaster agreed to furnish transportation for these books on the ships which were carrying military supplies back to America. The port of shipment was St. Nazaire, and Mr. Samuel H. Ranck, who was in charge of the work in that area, managed the loading arrangements. When St. Nazaire closed, the shipping port was shifted to Brest, where Mr. Harold Dougherty was in charge. These operations proceeded with surprising smoothness and efficiency, and when Brest closed and the salvaging operations ceased, we had shipped back to America 14,568 cases containing approximately a million volumes.

It is worth noting that all this was car-

ried through without the expenditure of a cent for transportation charges, the military authorities furnishing both the transportation by rail in France and that by water to New York.

After the books had been sorted, there remained a considerable number slightly soiled and scarcely in condition to warrant their return to America, yet far too good to be thrown away. The possession of these made it possible to carry out a plan which I had long had in mind—to supply a limited equipment for each of the three hundred French Foyers du Soldat, where there were many men desirous of improving their knowledge of English and acquaintance with English and American literature. A gift of approximately 40,000 of these books was accordingly made to the International Y. M. C. A., to be placed in the Foyers, and we have had many expressions of appreciation as to their value.

Gifts were also made to many other organizations and institutions. About two hundred cases—all we could get through—were sent to General Haller's Polish army, in which were many Americans; a collection was placed in each of the N. C. W. C. centres operating in France and Belgium, and with the Y. M. C. A., Y. W. C. A. and other organizations working in France, Italy, Poland and Czechoslovakia. It was a pleasure to be able to place these books freely wherever they promised to be of service, and considerably more than 60,000 were distributed in this way.

Long before this, it had been proposed to make certain gifts of selected books to various institutions in Europe and the Near East, and when this plan was laid before the War Service Committee in the spring of 1919, a resolution was passed empowering us to devote not to exceed 75,000 volumes to this purpose—these, of course, to be fresh, clean books which would otherwise be returned to America. The preparation of these collections was placed in charge of Mr. W. H. Kerr, and special bookplates were printed for them.

A record of these gifts, as far as they

were carried before Mr. Kerr's departure in September, 1919, is contained in his report, (p. 44 of this pamphlet) the institutions benefiting being Robert College and the Women's College at Constantinople, the Syrian-Protestant College at Beirut, the library of the University at Louvain, the University Union in Paris, and each of the French universities: Bordeaux, Lyon, Strasbourg, Caen, Paris, Grenoble, Dijon, Poitiers, Besançon, Nancy, Clermont-Ferrand, Rennes, Toulouse, and Aix-Marseilles.

Subsequently various other institutions were added to the list; the Institut International de Bibliographie at Brussels, the American University Union in London, Anglo-American Club at Oxford, and the Library for American Studies in Italy at Rome. These gifts were all very deeply appreciated and should perform a very

real service. The total number of books involved was about 20,000.

Special collections of books were also arranged under Mr. Kerr's supervision for the American Red Cross Commissions in Serbia, Albania, Greece, Poland, Montenegro, Roumania, Bosnia, Switzerland, the Baltic States and West and South Russia; the American Legation at Prague, which was entirely without books, was furnished with a small reference collection; and every effort was made to equip suitably the various military missions as they passed through Paris on their way into the field.

In thirteen of the principal areas occupied by the A. E. F. we had our own buildings (or, in one or two cases, when a building was unnecessary, as at Toul) our own distributing headquarters. The total number of books sent from Paris to these areas was as follows:

Place	In Charge	Ed. Ref.	Fiction & Mis.	Total
Beaune	L. L. Dickerson	25,925	10,300	36,225
Bordeaux	Earl N. Manchester	9,342	62,025	71,367
Brest	H. T. Daugherty	24,900	54,719	79,619
Chaumont	Ralf P. Emerson	55,343	46,060	51,403
Coblentz	J. T. Jennings	48,033	159,357	207,390
	E. E. Ruby			
	L. L. Dickerson			
	Harriet C. Long			
	W. W. Simmons			
Gièvres	Louise Prouty	15,597	24,565	40,162
	Emma F. Cragin			
Is-Sur-Tille	Harriet C. Long	1,564	9,742	11,306
	Kate D. Ferguson			
Le Mans	Orlando C. Davis	26,354	44,840	71,194
	John G. Moulton			
Paris	Elizabeth Potter	15,850	42,890	58,740
	F. L. D. Goodrich			
	H. O. Severance			
St. Aignan	Anna A. Macdonald	9,028	20,450	29,468
St. Nazaire	S. H. Ranck	18,109	22,875	40,984
Savenay	Anne Mulheron	1,677	13,360	15,037
Toul	M. S. Dudgeon	8,689	43,850	52,539
		260,411	555,033	765,434

In thirteen other centers, of which three were large base hospitals, the book collections were administered by trained librarians (or at least persons with library

experience) belonging to other organizations, but assigned to these posts at our request:

Place	In Charge	Ed. Ref.	Fiction & Mis.	Total
Allerey	Emily S. Coit	529	4,370	4,899
Bar-sur-Aube	Julia Williamson	842	4,620	5,462
Chatillon-sur-Seine	Ona M. Rounds	1,973	7,933	9,906
Dijon	Alice Goddard	2,417	11,925	14,342

Gondrecourt	S. F. Herron	5,042	12,185	17,227
Issoudun	Given Wilson	1,200	7,650	8,850
Mars	Roma Brashear	1,895	5,640	7,535
Marseilles	Amelia W. Davis	1,095	12,755	13,850
	Mary F. Willard			
Mesves	Bess McCrea	816	10,625	11,441
Nantes	Lena McGee	2,599	7,430	10,029
Neufchateau	Eleanor Gleason	1,974	8,517	10,491
Nevers	Marion Oliver	1,502	12,530	14,032
Tours	Alice Goddard	3,105	15,710	18,815
	Helen Yerkes			
		24,989	121,890	146,879

Finally, we distributed direct to 23 naval stations and 846 military organizations a total of 347,600 books; and to 1,513 centers maintained by other welfare organizations, a total of 605,200 books. Our headquarters requisitions, therefore, total as follows:

To A. L. A. Centers	765,444
	146,879
To military organizations.....	347,600
To other welfare centers.....	605,200
Mail department	32,000
Miscellaneous gifts	25,000
	1,922,123

Your records, I believe, show that about 2,500,000 books were sent abroad. Of these, about 100,000 went to England, where many transports stopped, and were used in the training camps there, some of them eventually finding their way on to France. A very large number went direct to the naval bases, without being reported to us at all; still others were annexed by enterprising officers for the use of their men, without the formality of a request to headquarters; a few were sunk in the sea, and a considerable number just vanished, as things had a way of doing in the hurry and confusion of the first months of the war. Our most considerable loss was due to our own early mistaken policy of urging the men to carry the books ashore from the transports. But, with all these taken together, the percentage of what could really be called loss was surprisingly small. But, under war conditions, the life of a book is very short and the wastage very great.

Whenever an advance was ordered, our books, inevitably, were left behind. Even

when it was merely a question of shifting a body of troops from one sector to another, it was frequently impossible to take our books along, owing to the ever-present shortage of transport. Sometimes we were able to gather them together again—more frequently we were not. So, in the trenches and dugouts before St. Mihiel and through the Argonne, our books may still be found, trampled into the mud; indeed, they remain in every place where the American army passed. There are two or three in thousands and thousands of French homes where American troops were billeted; many a village teacher proudly displays, behind his desk in the school-room, a shelf of A. L. A. books which he has gathered together from the homes of his neighbors; the second-hand book-stalls along the Seine are not guiltless of them.

And, of course, thousands and thousands of books simply went to pieces under hard usage. They got incredibly dirty in a very short time, and, in the days when we were running our mail department, often and often, on unwrapping a returned book, we would find it covered with candle-drippings, indicative of the difficulties under which it had been read.

That, under these circumstances, we should have been able to save so many in good condition, is eloquent testimony that our men took care of them when they could. The total number either returned to America, given to other institutions, or now in service in the libraries at Paris and the Coblenz area is about 1,250,000—fifty per cent of the total number sent us.

The authorization of the War Service

Committee to leave a certain number of our books in France made it possible to proceed with a plan which had been under consideration for a long time.

In August, 1918, we had opened at number 10 rue de l'Élysée, in the building which was to be our headquarters to the end, a library for the use of American soldiers, sailors and war-workers. This increased steadily in popularity and importance, and from the beginning I hoped that some plan might be devised whereby it could be left in Paris, after our war activities closed, as a permanent memorial of our work in France, as an example of American library methods, and as a nucleus of an institution which would be of real importance to the intellectual life of the capital and an important factor in maintaining and promoting Franco-American good-will and understanding.

With this purpose in view, the collection had been from the first carefully catalogued and classified, under the superintendence of Miss Alida M. Stephens, of the Library of Congress, who is still in charge of this work. As soon, too, as our men began to be withdrawn, the library was opened freely to all residents of Paris, of whatever nationality, and it is significant that its circulation and the use of its reading and reference rooms have been growing ever since.

In the fall of 1918, it seemed certain that the A. L. A. would withdraw from France when the last of our men had left, and various plans were considered to provide for the further maintenance of the library. It was (and still is) my belief that the burden of maintenance should be carried by people whom it would serve—the residents of Paris themselves; and I estimated that it could be carried on, with strict economy, during 1920, with an expenditure of frs. 150,000.

Most of the persons to whom this plan was broached considered it very improbable that any such sum could be secured from the war-drained people of Paris—for 150,000 francs sounds much more formidable to French ears than to American ones,

just now, at any rate! My own view was that if they were unwilling to support it, they didn't want it very badly, and it would better be sent home. I determined to put the matter to the test, and in November, the Paris papers announced that, on a certain Sunday afternoon, a meeting would be held in the library rooms of those interested in keeping the library in Paris to discuss ways and means of doing so.

Everyone was astonished at the result. Long before the meeting was called to order, the rooms were crowded in every corner. The greatest interest and enthusiasm was shown. An organization committee was appointed, and within two weeks, the stipulated sum of frs. 150,000 had been secured, almost without solicitation.

But it was now evident that the library could be placed upon a much broader and more permanent basis—that it was entirely possible to build up an endowment fund which would assure its future, and that it could be developed into an institution of the very first importance. Plans were therefore worked out to provide for this, incorporation was decided upon, and committees of Americans, English, and French were organized to carry on the necessary publicity. The patronage was secured of the President of the French Republic, and of the British and American Ambassadors. Mr. London, the British vice-consul, headed the British Committee; Mr. Salomon Reinach, the eminent archaeologist and man-of-letters, accepted the chairmanship of the French committee; Mr. Walter Berry, president of the American Chamber of Commerce, consented to act as chairman of the general executive committee. Generous contributions continued to come in from prominent Americans, English and French residents, and from many French organizations such as the Comité du Livre, the Bon Marché and Magasins du Louvre; each of the four British banks subscribed 2,000 francs, and of course the American companies doing business in Paris were equally interested.

One of the moving spirits in the organization from the first had been Mr. C. L.

Seeger, the father of Alan Seeger, and he signalized his interest by contributing to the fund the entire royalties which had accrued from the sale of his son's books—at that time about 50,000 francs—as a memorial to the young poet.

The principal interest of the A. L. A. was, of course, in the maintenance in Europe, as a sort of object lesson, of a library administered according to American ideas, and every care was taken to safeguard this. It was stipulated that the A. L. A. should appoint the librarian, that the staff should always be trained Americans throughout, that the collection should always be housed in dignified and commodious quarters, and that not less than 150,000 francs should be spent annually upon its maintenance. If it was found impossible to continue it, or if some other method of administration seemed advisable, the executive committee of the A. L. A. was to be consulted before any decision was reached. It was my thought that the librarian should also act as a sort of ambassador to Europe from the libraries of America, and adequate office space was set aside for his use in the library building, and a supply secured of library publications and bibliographical material which would be useful in the dissemination of information concerning American library methods.

Meanwhile, stirred by all these developments, the War Service Committee, at a meeting in November, decided that the A. L. A. should continue to contribute largely toward the maintenance of the library and retain its control. It would undoubtedly have been difficult to arrange the details of such a plan by correspondence, but fortunately Mr. Seeger was on the point of leaving for New York on private business, and while there, it was possible for him to confer with the members of the Executive Board and to work out a mutually satisfactory plan of co-operation, which will be put into effect as soon as the incorporation of "The American Library in Paris" is completed.

I cannot close this account of the library

without paying tribute to the earnestness, enthusiasm and self-denial of the staff which has been in charge, almost unchanged, from the beginning. Owing to the heavy and often unexpected demands of the field work, the library was almost always understaffed, but the personnel undertook cheerfully long extra hours in order that it might continue open all day, every day. Indeed, the spirit of our personnel has been remarkable throughout. The difficulties surmounted, the work accomplished, the service rendered, were out of all proportion to their numbers—and were due in no small degree to the fact that they knew their jobs and pulled together. There was no friction and no lost motion—which sometimes eat up so much energy; and the military authorities recognized their discretion, judgment, and good sense by according them a consideration and freedom quite unique.

We were fortunate in other ways. In spite of many risks, we had only one casualty—Mr. Ranck, who had his arm broken. Very few of our personnel were inoculated or given a medical examination, and yet we had only one serious case of illness. All of them got safely home, weary no doubt, but sound in mind and limb. And it is a greater compliment than those who did not get to France will realize when I add that there was not a single complaint lodged against any of them from any source.

Materially, too, our service was very fortunate—extremely so in the co-operation offered us by the military authorities. Right at the very beginning, in May, 1918, the engineers built us a warehouse when warehouses were—well, not easily obtained. And, right up to the end, every building that we needed was put up for us by the army. The army brought our books to France and distributed them for us; then gathered them up and took them back again; the army franked our books—sometimes in 120-lb. cases—through the mail; it brought thousands of sacks of magazines to Brest and then on to Paris and out

again to the camps as long as the Postal Express Service was in existence—all this without expense to us. We were invited by Great Headquarters to tell them how they could be of further service, and no request of ours was ever refused. (Of course we never made any which did not seem abundantly justified.) We were investigated once, at my suggestion, by the inspector-general's office. I did not see the report which went back to Washington—that was forbidden by military regulations; but the official who made it assured me that the A. L. A. would have no reason to complain of it.

The total expenditures of the European Headquarters for the service in France and Germany to January 1, 1920, were as follows:

	Francs
Salaries and maintenance, staff.	272,205.29
Salaries, civilian employees	186,829.80
Expenditures of field agents	213,537.56
Book purchases	129,060.22
Paris headquarters expenses, equipment, printing, main- tenance and miscellaneous	265,559.46
Motor cars and trucks	70,217.89
Uniforms and equipment	21,400.75
Postage, expressage and freight, magazines	18,554.15
Transportation returning period- icals	29,968.20
Total frs.	1,207,333.32
Refund to treasurer A. L. A. . . .	77,357.35
Net expenditure frs.	1,129,975.97

We are extremely fortunate in the matter of damages, and, while other organizations were compelled to pay out many millions of francs to satisfy damage claims of various kinds—to buildings, to persons, to motor cars, for breach of contract, and what not—our total disbursements for damages were 375 francs, and in no case did we find it necessary to employ an attorney. (It is amusing to remember that seventy-five francs of this amount were paid to the City of Paris as compensation for a lamp-

post which one of our trucks knocked over.)

We were able to dispose of our surplus cars and other equipment, as we finished with them, at advantageous prices, and to turn back to the treasurer of the A. L. A. as the result of these sales, the sum of 77,357.35 fr. as indicated above. On February 18, 1920, after an audit by Marwick, Mitchell, Peat and Co., chartered accountants, in which our accounts were found to be correct and to agree with the bank records, I turned over to Mr. H. O. Severance the balance on hand, amounting to 185,616.34 francs.

The records of the overseas service have been preserved, and I trust some day will form the basis for a more detailed study of our operations in France. They include reports of our service to each center, to each military organization, and to each of the other welfare organizations; they show exactly where our books and our magazines went, how they were received and administered, and what disposition was made of them; there are hundreds of letters of appreciation from every corner of Europe; but most interesting of all is a file containing the records of the mail department, which, from first to last, was administered by Mrs. Stevenson.

There are perhaps forty thousand letters in this file, and practically all of them are from enlisted men asking that special books be mailed them, acknowledging their receipt, telling what they meant to them as they sent them back and asked for others. It was this service which brought us nearest the heart of the A. E. F., and we were always between smiles and tears when these letters were opened. They are first-hand evidence of what our men were thinking of and hoping for in the trying months following the armistice. They are the sources of history.

Because of all this, it has been a pleasure, as well as a relief, to close my service as European Representative of the American Library Association. To all of

us the experience has been a valuable and stirring one; and I believe our men have gone home with a new conception of what books can do for them and of the service which a public library can render.

One thing more. No one else can realize as I do how greatly our work in France was indebted to the whole-hearted, unquestioning support which Mr. Putnam, yourself, and your staff gave us, and to your quick understanding that decisions, to be effective, must be made on the spot. To be trusted, to be free from red tape, meant all the difference between success and failure. For this confidence, which we all did our best to deserve, I wish to express my deep personal appreciation.

Respectfully submitted,

BURTON T. STEVENSON,
European Representative,
American Library Association.

MINUTES OF THE WAR SERVICE COMMITTEE

New Monterey Hotel, Asbury Park, New
Jersey, June 25, 1919

Present: All members of the Committee, also President W. W. Bishop, Acting General Director Carl H. Milam and Executive Secretary George B. Utley.

The minutes of the meeting of April 5, 1919, were approved as printed (W. S. C. Report, 1919, p. 65-75).

Disposition of Books and Equipment. At the request of Dr. Putnam, Mr. Asa Don Dickinson appeared by invitation before the Committee to confer with it regarding the ultimate disposition of books now overseas. Two memoranda from the General Director, both written from Paris under date of May 28, 1919, were laid before the Committee and discussed, particularly the one entitled "The surviving books in France and the disposition of them," carrying suggestions and recommendations as to their disposal. (Appendixes A and B.)

Touching the legal authority of the War Service Committee to dispose of its books to others than soldiers and sailors or for their use, the Chairman reported conference on this head with George Wellwood

Murray, Counsel to the Committee of Eleven and (at Mr. Murray's suggestion) with Major J. S. Joy, Director of the Commission on Training Camp Activities. The latter in oral interview at Asbury Park on June 25 formally authorized the gift of a reasonable number of books to French and Belgian educational and civic institutions or to American schools and colleges in other countries, such beneficiaries to be determined by the War Service Committee.

Acting under this authority, and upon motion of Mr. Bowker, it was

Voted, That the Committee confirm the gift of certain books to the Municipality of Beaune, as reported by the General Director (memorandum, Appendix B—"Dispositions overseas A").

On motion of Mr. Bowker, it was further

Voted, That the General Director be authorized by the Committee to make gifts of books, the total not to exceed 75,000 volumes, to the following institutions proposed by him: American University Union, the Sorbonne, the Library of the University of Louvain, the International Institute of Bibliography at Brussels (for the Bureau of International Intercourse), Robert College in Constantinople, and other cognate institutions in Europe which the General Director may deem it appropriate to assist.

Continuing consideration of the disposition of books, the Committee took up the report of the Subcommittee on Disposition of Books, Buildings and Equipment made to the Committee at its meeting of April 5, 1919, amending the report to read as here presented in appendix C to these minutes.

The Chairman presented the following letter from the Navy Department accepting books and library equipment available at the end of American Library Association War Service.

Navy Department
Bureau of Navigation
Washington, D. C.

21 June, 1919.

My Dear Mr. Wyer:

Confirming despatch sent you June 21st,

the Bureau of Navigation will be very glad to accept books and library equipment available after the emergency.

We are now looking over our storeroom space and will use such material as you can furnish to supply ships and shore stations with additional library service facilities.

Commander Mayo expects to attend the Asbury Park meeting and will take up with you at that time further details and questions which might arise.

Sincerely yours,

M. CALKINS,

Lieutenant Commander, U. S. N.

MR. J. I. WYER, JR., Chairman,
American Library Association,
War Service Committee,
New Monterey Hotel, Asbury Park, N. J.

The Acting General Director reported similar oral acceptance by the proper officials of the War Department.

Upon motion of Dr. Hill, it was

Voted, That the disposition of books and equipment be left in the hands of the Subcommittee on Disposition of Books, Buildings and Equipment, disposition to be made according to the tenor of the report of March 26, 1919, amended June 25, 1919.

Mr. Dickinson, rising at this point to retire from the meeting, was warmly thanked by President Bishop on behalf of the Association for his faithful services and signally successful work both overseas and at Hoboken.

Report of War Finance Committee. The report of the War Finance Committee being next under consideration, it was

Voted, That the report of the War Finance Committee, together with the accompanying audit of Marwick, Mitchell, Peat and Company, and the acceptance of the audit by the American Library Association Finance Committee, be accepted and adopted by the War Service Committee, and that upon the request of the chairman of the War Finance Committee the latter committee be discharged.

(Note: The report of the War Finance Committee was printed in a pamphlet issued by that committee and also in the Report of the War Service Committee for the year ending June 30, 1919, pp. 9-15.)

Discounts by Publishers. The generous

discounts accorded by publishers to the Association in connection with its war service being under consideration, the following resolution was unanimously adopted:

Resolved, (1) That the War Service Committee of the American Library Association conveys to more than two hundred publishers of books and magazines its sincere appreciation of the exceptional discounts which they have given on books and periodicals costing more than one and three-quarters millions of dollars, supplied through the American Library Association to American soldiers and sailors at home and overseas during the war.

(2) That the War Service Committee is sensible not only of this substantial material obligation but of a continuing courteous and effective co-operation from American publishers in the many intimate relations involved in this joint service to the troops.

Correspondence Votes. The Chairman announced that interim correspondence votes on the two following matters were unanimous:

(1) Disposition of Liberty Bonds and other securities.

Voted, That the Committee retain these securities until their sale is absolutely necessary to provide funds for the furtherance of the work.

(2) Recognition by the War Department.

Voted, That while recognition of the Association as such will be very much appreciated, personal recognition of any sort is distinctly not desired.

Budget June 1 to December 31, 1919. The Acting General Director, Mr. Milam, submitted a working budget (Appendix D) for period June 1, 1919, to December 31, 1919, the total \$1,564,000, carrying \$315,967 in addition to the budget of \$2,999,840, voted by the Committee on April 5, 1919. Whereupon it was

Voted, That as total receipts from the United War Work Campaign, Inc., are now \$2,975,000, and further receipts are reported as assured to yield the full A. L. A. quota of \$3,500,000, the budget just sub-

mitted by the Acting General Director be approved as a total budget against the United War Work Campaign quota of \$3,315,000.

Voted, That the General Director be directed to confine all liabilities, immediate and contingent, within the actual receipts from the United War Work Campaign, Inc., and authorized to make transfers from one appropriation head to another as developments of the work may require.

Grant to the General Director. The Acting General Director, Mr. Milam, submitted statement showing the need in the near future of additional funds for the conduct of the Library War Service and recommended an additional grant of \$800,000, this amount, with the balance on hand, being thought sufficient for the next three months.

The following estimate of expenditures for the period June to September, inclusive, was submitted:

**Estimate of Expenditures for June, July,
August and September, 1919**

June 23, 1919.

America

Buildings and equipment (including uniforms).....	\$ 36,000
Personnel—salaries, subsistence, travel	225,000
Books, magazines, newspapers (includes \$200,000 outstanding)	400,000
Administration expenses, rent, supplies, printing	105,000

Overseas

Buildings and equipment (including uniforms).....	28,000
Personnel—salaries, subsistence, travel	75,000
Books, magazines, newspapers (includes \$250,000 outstanding)	330,000
Administration expenses, rent, supplies, printing	40,000

\$1,239,000

Balance on hand.....\$ 405,085.43

Amount asked for..... 800,000.00

\$1,205,085.43

It was thereupon

Voted, That the American Security and Trust Company, as treasurer, is authorized and requested, from any moneys in its hands to the credit of the A. L. A. Second War Service Fund, to transfer to the account of the A. L. A. War Service Fund, Herbert Putnam, General Director, the sum of eight hundred thousand dollars (\$800,000); and should the funds at present in the hands of said company to the credit of the Second War Service Fund be insufficient for this action, then to credit to his account the sum on hand and from moneys later received from time to time, to credit further sums until the total shall reach the sum of \$800,000 above stated.

Communication from Dr. René Sand. The Chairman placed before the Committee a letter he had received from Dr. René Sand, Medical Adviser to the Ministry of Labor of Belgium and Professor at the University of Brussels, requesting the donation of some of the War Service books to the people of Belgium as the nucleus of a system of popular libraries in that country. It was

Voted, That the letter be referred to the General Director with power to investigate and, if desirable, to include this request in the list of institutions which are to receive books from the Association's overseas supply.

Letter from Jean H. Picard. The Chairman laid before the Committee a letter from Jean H. Picard, addressed to President Bishop, suggesting A. L. A. co-operation with the Y. M. C. A. in a peace time library service in France. It was

Voted, That President W. W. Bishop be requested to take up with M. Picard the matters broached in his letter and to put him in touch with such officers and committees of the Association as can give him the best help.

Adjourned.

GEORGE B. UTLEY,
 Executive Secretary.

APPENDIX A

*The General Director
to the**War Service Committee
Communications and Enclosures*

Paris, May 28, 1919.

To the A. L. A. War Service Committee
J. I. Wyer, Jr., Chairman

For the Report of your Committee at Asbury Park there should in course be available well in advance a statement from me covering the *facts* of the actual operations during the year. Since the middle of last December, however,—that is to say, for the latter half of the year,—I have been personally in touch with only a fraction and a section of them—the operations in France. As to these I have endeavored to ensure reports which will enable them to be included in the general survey; but the survey itself—including the financial statements—will necessarily be furnished by the Acting Director at Washington. I take it for granted that your Chairman will have secured from him all the data necessary to his purpose.

Service Overseas. Mr. Stevenson's statement submitted to G. H. Q. at Chaumont as of April 1st—reviews to that date the service of the A. L. A. to the A. E. F. in France. A statement from him addressed to me as of May 28th supplements the above and for our purposes complements it. This latter statement I forward herewith. A copy of the former went to Washington in April, and is of course available to your Committee, though publication of it in extenso should doubtless in courtesy await the submission of Gen. Pershing's report to which it forms an appendix.

Descriptive and illustrative material from this side—for use on the bulletin boards—should be of the latest; and the major part of it goes only now by courier. It is imperfect, especially as regards statistics; inevitably so, because, much more than at home, our actual service abroad has been rendered so largely through other organizations. But I think it will suffice

for a reasonably accurate impression.

I am sending a communication addressed to the Conference which will indicate the reasons for my absence, and my regret.

The problems pending at home and at large which your Report and your Committee discussions at Asbury Park will deal with, are, of course, by this time outlined in your program. The major impending problem on this side is as to the reduction in areas, the curtailment of establishments and personnel, the salvage of material and the disposition of that salvaged, especially the books.

As to the last I submit a memorandum, accompanying this. As appears from it, my assumption is that the bulk of the books salvaged in good condition should be returned to the United States, to be available there under the general scheme you decide upon. Cargo space for this is now assured, and the return shipments begin immediately.

There are, however, certain group collections which, with your approval, I should recommend to be left on this side in the form of gifts from the Association in aid of service in which it may legitimately take interest—as well as in memorial of its own war time activities. Such dispositions are subject to the policy you may determine upon as legal and expedient; and your own decisions in this regard may I suppose require the approval of the Committee of Eleven.

I suggest, however, that the final decisions be reached as promptly as possible and communicated to Mr. Stevenson by cable.

As to Equipment salvaged: part of this also should doubtless be returned to the United States. Some of it, however,—including certain furniture, some typewriters, and certain of the automobiles—may more advantageously be disposed of—by sale—on this side; and we have reason to believe that this course will be adopted by the other welfare organizations. Mr. Stevenson should, I think, have a large discretion in this regard: for the alternatives will not develop until the close of

our operations, and then will have to be dealt with summarily.

A general resolution authorizing the General Director to dispose of equipment by public or private sale might be appropriate;—or, if, as regards equipment within the United States, this would conflict with some other policy adopted or in view, the resolution might be limited to equipment accumulated overseas.

The Educational Service Overseas. A special report by our Educational Representative, Mr. Kerr, summarizes the dimensions and the main features of the scheme of instruction as actually carried out. In contrast to the original expectations—of the Army Educational Commission—the number of enrolled students was small, and the period of instruction brief. The one definite and clean cut achievement was the A. E. F. University at Beaune; and it is a satisfaction to think that our service there was admittedly the most definite, most clean cut, and most adequate—of the resources provided. It comprised for the faculty and student body a working library of nearly 30,000 volumes shaped to their needs and administered by a professional staff. The three (connected buildings) devoted to this had a seating capacity of 1400 readers, about three times the capacity of any University Library in the United States; and even this was strained by the actual use.

No item of our Library Service in France shows so neat, so prompt, so appropriate and so adequate a response to the needs.

For the Educational project as a whole the original proposal of the (Y. M. C. A.) Army Educational Commission was that we should supply the reference collections auxiliary to the textbooks—the “Y” itself advancing the money for the textbooks, which it was hoped that the War Department would take over. We were to have lists of titles suggested by the Educational Directors. When these lists came to us we felt obliged to question many of them. We were obliged also to question the quantities (i. e. number of copies) proposed: for they were uniformly

2200 copies of each of about 900 titles, regardless of the presumed relation which the book itself would bear to the study pursued, (a description of Alaska, for instance, or a History of the Panama Canal, being ranked equally with a manual of agriculture or a history of France). Our challenge of the lists, based partly upon professional experience, partly upon the then uncertainties of the project itself—was resented. But it proved fortunate; for even with the limits set—as a rule five hundred copies of any one title and a total expenditure not to exceed one million dollars—over 200,000 of the volumes have proved surplus. This notwithstanding a liberal response to every requisition. Had we complied with the original demands, the surplus would have been over a million and a half.

Among the surplus is a residue of some 90,000 volumes directly purchased by the “Y” representative during the period of impatience. These we later took over, after solicitation by the “Y” and the military authorities that we should do so; Including them, our total purchases in direct support of the Educational scheme will have comprised about 380,000 volumes at an approximate cost of perhaps \$650,000.

As remarked, however, in my accompanying memorandum, these educational sets, used as well as unused, constitute the most valuable part of our surviving material; and they will be directly applicable to further valuable service.

Periodicals. When the Expeditionary Force was proposed I conferred with the Postmaster General with reference to the overseas service of magazines. He was then contemplating the “one cent mailing” provisions which he assured me would by gift amply take care of the needs of the A. E. F. for this sort of literature. The provision was put into effect; but, perhaps because of lack of the discrimination exercised by our own representatives in the camps at home—perhaps because of lack of cargo space during the congestion of the succeeding months—it failed to content the Welfare Organizations operating

abroad; and three of these—the “Y,” the K. of C. and, to a smaller extent, the Red Cross, undertook independent subscriptions of their own. This went on until two months ago when the suggestion was made that as the service logically belonged to us, we should take it over. We hesitated, for (1) the date was late, (2) the sum involved was large, (3) the existing service was confused and imperfect and would require a complete revision which could hardly show creditable results within the period remaining, and (4) the equipment necessary for the handling and distribution—equipment merely incidental to the other operations of the “Y” and the K. of C.—was not in our possession. After negotiations, however, and the receipt of such information as could be secured, we agreed to assume the service; and since May 1st have assumed it, taking over some of the Paris personnel engaged in it, and adding to our equipment for truckage.

It is not yet upon a satisfactory basis; and I doubt if it can be made so during the period that still remains. As against its imperfections—and the burden of it—must, however, be reckoned the possibility that even if we had declined it we should have been asked to bear the cost—that is to reimburse, at least to the “Y”—the cost of the subscriptions placed; and this cost, under the extravagant system in vogue, would doubtless have proved greater than the outlay we shall have made under a more careful selection, a progressive diminution of the quantities, and a more systematic scheme of distribution.

The Overseas Organization. The rapid enlargement of this after the Armistice has enabled certain points and certain features of the work to be covered competently. Such points were especially

1. The three ports of debarkation and reembarkation: Brest, Bordeaux and St. Nazaire.
2. The Paris Headquarters, with its Warehouse (after the arrival of Mr. Dickinson).
3. The A. E. F. University at Beaune.

4. Certain outlying regional centres, e. g., Coblenz (3rd Army), Toul (2d Army), St. Aignan, Gièvres, Le Mans.

At all of the above our interests were in the hands of our own representatives.

At the numerous smaller points and the particular welfare establishments, where, for the most part, the direct service has been rendered by *their* representatives, the necessary efficiency was more nearly assured by visits of inspection and instruction made by various representatives of Paris Headquarters. In this way, for instance, Miss Isom has covered the entire system of hospitals, Miss Ahern has in her various trips touched nearly every centre of importance, and Mr. Dudgeon has recently added others. At two periods representatives of Headquarters have visited the Southern Leave Areas.

It cannot be said that these inspections have completely covered the field, nor did they begin as early as they should have done. But during the last four months they have quickened and amplified the service and done much to spread a knowledge of our aims and resources which during the earlier period was—except at the regional centres—lacking. I had written “singularly lacking”; but there was nothing strange in the lack, for under the system in vogue in the Welfare Organizations a local secretary was *forbidden* to communicate a need except to his own headquarters; and even a Secretary observing our plates in the books was led to accredit the supply of them to his own organization. If he wished more he must ask them of that headquarters and if he failed to receive more he assumed that he had already his possible quota. This assumption was encouraged by the publicity of the other organizations, which, in spite of assurances repeatedly given, failed to give credit to the A. L. A. or mention it in any way.

The Headquarters Organization at Paris has throughout been defective in lacking associates to the Overseas Representative who could assist in the general administration and be available for general service in

the field. The War Service has produced too few such men. It was difficult to secure them even for the service at home; and none could be thought of for our Paris Headquarters whose transfer would not have embarrassed the still more important Headquarters at Washington. (If I say "men" rather than "men and women" it is because the peculiar conditions at Paris and in France rendered men alone effective for the particular need I refer to. For the work that could be assigned to them our profession has produced competent *women* in greater numbers than it has men.)

Material: The Supply. The outstanding fact is that of the two and a half million volumes sent out from the United States for foreign service, the records show only a million and three-quarters that have come within the knowledge or control of the Headquarters here. The disappearance of the remaining three-quarters of a million can be explained only by inferences. Some of them doubtless went to the bottom with other cargo shipments, many, handed to the men on embarking, were never turned in by them to the "Y" Secretaries; others were diverted at the ports of debarkation; still others strayed on the way to Gièvres or Paris. The experience of the other organizations which shows a loss of from 20 to 30 per cent of their own supplies en route, has of course been ours also.

But in our case there were periods when lapses in the supply caused a serious defect in the service at certain points. This was true, for instance, at Coblenz during February and March, at Brest for a time, both for the use at the local camps and for transports not yet provided from the other side because newly taken over; and at the Paris Headquarters in connection with the mail order work. The embarrassment of it—as against a need seemingly more pressing than ever—caused urgent cablegrams to Washington in appeal for further purchases and further gifts. These continued through April. Suddenly—at the very end of April—came military an-

nouncements which threw the entire prospect into confusion. Great areas were to be immediately evacuated; and the homeward movement was to be so accelerated that by June the remaining A. E. F. with the exception of a much diminished Army of Occupation, was to be huddled at the Western Ports, ready to take ship.

In the meantime Washington, responding to the appeals, had prepared a Book Campaign, to be initiated in certain cities about May 11th. Knowing this, counter cablegrams were sent from here reporting the sudden change in the prospect which might render such a campaign unnecessary.

This abrupt reversal must have seemed inexplicable. It would be, save to those immediately in touch with the rapid shift of conditions and changes of plan here. As a (minor) example of this: an item of the plans as disclosed early in May was that the Army of Occupation—at least six divisions—would be supplied through Antwerp and Rotterdam and would go out through there. These ports would so constitute the final base ports. On May 14th I left Paris to visit them with reference to a base of our own there. When I reached them, two days later, a new decision had reduced the Army of Occupation to three divisions; and these, as also the other three, were to go out not through Antwerp and Rotterdam, but through France. Now, a fortnight later, a further decision revises the three divisions to five. (All the above, which I mention merely for the enlightenment of the Committee, reaches us in confidential circulars.)

Such is an illustration of the rapid shifts. Our organization, like the others, has had to bear the perplexities of them.

Reviewing the entire experience, however, this may safely be said: that our service to the A. E. F. has been a successful one, that it has been defective in no greater proportion than has that of other welfare organizations, that such defects as it has shown have been due chiefly to other agencies upon which we were at

first forced to rely; that, as a whole, and in comparison with the results, our work over here has cost relatively little, and—as General Pershing asserts—has been accomplished with a minimum of “friction and waste.”

Very respectfully,
HERBERT PUTNAM,
General Director.

Note: Included in the auxiliary material now forwarded to Washington and available for the Conference—in addition to much already sent, are the following:

1. Sundry reports of special sections of the work, e. g., The Headquarters Library (Mrs. Potter), the A. L. A. Service to the Peace Commission (Miss Wilson), The Educational Service (Mr. Kerr), Beaune University (Mr. Dickerson), Brest (Mr. Dougherty), St. Nazaire (Mr. Ranck), Gièvres (Miss Prouty), Savenay (Miss Mulheron), Chaumont (G. H. Q.) (Mr. Emerson), Le Mans (Mr. Davis), St. Aignan (Miss MacDonald).
2. A map of France showing our main points of service.
3. A map showing such points in the 2d Army Area.
4. Photographs.
5. Copies of (selected) letters of appreciation.
6. A list of Overseas Personnel as of May 28th, 1919.
7. A graphic chart showing the organic relations of the overseas service.

APPENDIX B

May 28, 1919.

To the A. L. A. War Service Committee.
The Surviving Books in France, and the Disposition of Them. They will consist of:

- A. Three collections now (May 28th) definite in dimension, to wit: (1) At our Paris Warehouse, (2) at our Paris Headquarters, (3) at Beaune (now closing).
- B. Other collections, to be salvaged in groups from our outlying Library Centres, for instance, Le Mans, Brest, Coblenz.

- C. Other volumes in the field issued to other Welfare Organizations, to small military units, or to individuals, and still to be returned.

Number of Volumes.

- A. At the Warehouse (May 28th), say 236,000 vols. (add, say 150,000 on the way from the U. S.), at the Paris Headquarters say 15,000 vols., at Beaune, say 25,000 vols., (which will be slightly reduced by some further distributions to the field.)
- B. Outlying main collections, say 325,000 vols., but as these are still in use and being depleted by leases which average perhaps 15 per cent a month, besides wear and tear which will unfit some of them for later use, the salvage upon them should not be reckoned at more than 50 per cent.
- C. Other outlying material: the record of this is defective. Even that which was issued by, or under direction of, Paris Headquarters could be estimated only by a laborious review of the files; but to that so issued must be added many thousands of volumes sent over which never came within the control or the knowledge of Paris Headquarters. Of this latter much is doubtless irrecoverable; but a considerable portion may be disclosed in the clearance of the military and welfare warehouses and of those of the welfare organizations.

In the aggregate we may estimate the total which will be left over in condition for further use as (say) 600,000 volumes. Of this total (say) 230,000 volumes (at the Paris Warehouse) consist of new books (purchases) and 370,000 volumes may represent books in fair condition for further use. Of the material in the field the “Educational Sets” (including those at Beaune) will be for the most part also in condition for further use.

Disposition.

(a) **The books too worn for further use.** It would be extravagant to return these to the United States. (Some of them might be given to (French) hospitals, "Foyers," or other institutions or to individuals, including perhaps some members of the A. E. F.—e. g., among the S. O. S. or colored units); the balance sold as waste. I assume the Committee will approve this course.

(b) **The Educational Sets.** These represent the most valuable, intrinsically and in cost, of the material in hand. They may comprise perhaps 225,000 volumes, of which 140,000 have never been in use, and some 31,000 volumes have never even been plated. Except for certain dispositions over here, recommended below, they should be returned to the United States, there to be disposed of under the general scheme adopted.

(c) **Miscellaneous**, including fiction, both new and used. Much of this also will be available for further use, and should also be returned for disposition under the general scheme; except as part of it may be appropriated to use over here, sanctioned by the Committee.

On the above assumptions Mr. Stevenson has secured permit for cargo space and the return shipments will be initiated at once. They will be addressed to our New York Dispatch office. They are not likely to exceed 75,000 volumes a month.

Dispositions Overseas.

A. One, which had to be determined summarily, could not await the approval of the Committee. It was of a small collection of about 1,000 volumes—selected from the Collection at the A. E. F. University of Beaune—presented to the Municipality of Beaune as a permanent memorial of the service there, and as an acknowledgment of the hospitality and assistance of the Municipal Authorities in connection with the University. The gift was urged by the authorities of the University and

was made in co-operation with them. I request approval of it.

B. **The Library of the Paris Headquarters.** This is a collection of 15,000 volumes, *classified* and *cataloged*. It represents, fairly, a typical American public library, modelled upon American methods. If it could remain permanently in Paris it would (1) continue to be useful to Americans (including survivors of the A. E. F.) pursuing studies, or making visits, here, and (2) would serve as an example of such a library as organized in the United States. To effect these purposes it should also be *administered* as such. There seems no prospect of an administration of it by the municipality. Failing that, the next desirable course would seem to be the custody and administration of it by some one of the institutions or organizations promoting American studies here—or the study of American institutions,—or at least serving as a point of liaison between them and the French.

Among such is:

(1) **The Sorbonne**; and the present Professor of American Literature (and Institutions) there, Professor Gestre, is urgent for the deposit with his Department of a collection which will amplify and supplement its (at present meagre) resources. Ho "ambitions" indeed, a fully organic library—in fact, the Paris Headquarters collection as it stands. But he does so on the assumption that accommodation and administration will be provided for it—not by the A. L. A. but either by some endowment from the U. S. or by the University authorities. As yet there is no prospect of the former nor assurance of the latter.

In the absence of it, a selected collection of books drawn from our warehouse stock—a collection within dimensions within the ability of his own Department to handle—would seem the safely appropriate course. Mr. Stevenson recommends this and I concur.

(2) **The American University Union.** This location and custody would have the advantage (1) of ensuring and continuing responsibility by American representatives

of American interests, and (2) of reaching not merely the Sorbonne students, who will doubtless frequent it, but also the general body of American visitors to Paris. (It hopes also to become a resort for French professors and students desiring to form the acquaintance of Americans and to inform them as to American affairs.)

It has the prospect of a building for which the site, a central one—though on the south bank—has been given by the municipality; and the plans for this building, not yet determined, could ensure adequate accommodation for the collection.

In view of the above the Union seems thus far the most appropriate organization to take the Headquarters collection; and Mr. Stevenson recommends that (subject to the combination suggested below) its application for it be granted. I concur.

American Library in Paris

There follows, at this point, some paragraphs from a report of Mr. C. L. Seeger, the chairman of Organization Committee, American Library in Paris, Feb. 13, 1920.

I have the honor to report the results of several conferences with the General Director of the War Service of the American Library Association, Mr. Carl H. Milam, with its counsel, Mr. Frothingham, as well as with the members of its Committee, during my visits to New York in December and January.

At a meeting held at the New York Public Library on Dec. 24th, at which were present Dr. Putnam, librarian of Congress, Mr. Bowker, editor of *Publishers Weekly*, Mr. Wyer, state librarian at Albany, Mr. Anderson, director of the New York Public Library, and Mr. Milam, the general matter of the transfer of the volumes and equipment at 10 rue de l'Élysée to a local association to be known as "The American Library In Paris" was discussed. There was only one point upon which the gentlemen above named differed with the plans under which we have been working, and that was the absolute freedom of circulation as well as for reference. Very

little argument on my part was sufficient to convince them that our plan for a nominal charge for withdrawal of books, coupled with the privilege of free cards for students, was the most practicable, pending the time that we all look forward to when the Library will be sufficiently endowed to enable us to make it a free library in every sense of the word.

The agreements reached at that meeting were summarized in a letter from General Director Milam, dated Dec. 30th. This letter reads as follows with modifications embodied in my reply and accepted by Mr. Milam. When the words "local committee" are used they are to be understood as referring to our Paris association when formed.

New York City, Dec. 30, 1919.

My dear Mr. Seeger:

At our conference last Wednesday on the continuance of the Paris Headquarters Library it was agreed that I should write you a letter summarizing our tentative agreement on certain questions discussed. In accordance with this understanding I am submitting this statement.

We agreed:

That the A. L. A. War Service would furnish funds for general purposes this year, making the available money cover more than one year if possible; that your Committee would appropriate the money received from subscribers for borrower's privileges.

That your Committee would continue to solicit funds for the maintenance of the Headquarters as a local public library and that we should endeavor to agree on some basis whereby funds may be solicited jointly for the international extension features of the proposed headquarters.

That the library must eventually be absolutely free for circulation as well as for reference but that we leave to your Committee and to our representative in Paris the decision as to when certain restrictions proposed in the "Report of the Temporary Committee," October 26, 1919, shall become effective and shall cease to be effective.

That the librarian or director for 1920 is to be appointed by the A. L. A. War Service and the assistants appointed by him with the approval of Library War Service; that after 1920 the librarian or director will be selected by the A. L. A. Executive Board with the approval of the local committee, the assistants appointed

by him with the approval of the local committee.

That the responsibility of the librarian or director be to the local committee for local library service, and to the A. L. A. Executive Board for international extension features.

That the ownership of the Paris library and equipment should be put in the name of the Paris committee or association, as soon as it is incorporated.

It is understood that these agreements are tentative only. When approved by yourself and by the Executive Board of the American Library Association, they are to serve as a guide to our representatives and to your committee in further negotiations.

Yours very truly,
CARL H. MILAM,
General Director.

The next matter of importance was that of incorporation as an American non-stock corporation in case it should not be found advantageous to incorporate under French law. I consulted Mr. Theodore Frothingham, counsel for the American Library Association, who prepared a memorandum from which I quote as follows:

AMERICAN LIBRARY IN PARIS INCORPORATED

1. Incorporated as a non-stock corporation under the laws of Delaware; this being the only desirable state which explicitly permits meetings of members as well as of directors to be held outside of the state.

2. The incorporators must be at least three in number. As a matter of practical convenience, both in having the incorporation papers executed, and in holding the necessary incorporators' meetings to organize, adopt by-laws, elect officers, etc., it is desirable to have a comparatively small number. None of the incorporators need be a resident of Delaware.

3. The corporation must have a formal office in the state of Delaware; but this might be, for instance, at the Public Library in Wilmington, in which case the annual expense for a local agent would be saved.

4. For permanent organization the following tentative suggestions are made: membership to be of three classes:

(a) 1—Patrons and Life Members;

2—Annual Members;

3—American Library Association.

(b) Meetings of members might be held annually in Paris. Members might vote in person or by proxy.

(c) Directors might be nine in number; three elected by the Patrons and Life Members, three by the annual Members, and three by the American Library Association. Each group of three might be elected for one, two and three years respectively in the first instance; and thereafter one a year from each group for a term of three years.

(d) An Executive Committee of three might be appointed by the directors to consist of one from each group. The directors might appoint other standing committees as desired. The librarian might be appointed either by the Executive Committee or by the directors.

(e) The charter of the corporation would be comparatively short, stating little more than the purposes for which it was organized.

If we decide, after careful consideration, that incorporation in America is preferable, I have the promise of the American Library Association to attend to it for us. The incorporators may be chosen by them, and as the formalities are very simple, we could call a meeting of our members as soon as we were notified that the charter was granted and elect our Board of Trustees, which in turn would elect a president, treasurer and secretary and name the various necessary committees.

C. The Library at the A. E. F. University at Beaune. The President of the University, Col. Reeves, expressed the desire to take this back to the United States intact as part of the "apparatus which would constitute a 'demonstration exhibit'" there and perhaps be incorporated into the permanent military establishment. This idea has had to be abandoned.

But the possible usefulness of the exhibit as such remains; and save for the thousand volumes culled for the Municipality of Beaune, the collection is still intact. It might be shipped back to the United States. Unless, however, a use for it there—a distinctive use—should appear, Mr. Stevenson urges that it should remain in France. It comprises 25,000 volumes, as against the 15,000 at the Paris headquarters; it is—from the standpoint of serious use, a *stronger* collection; and

it is equally equipped with classification and catalog.

Mr. Stevenson's plan would be to combine the two collections (Beaune and Headquarters) and out of the 40,000 volumes thus resulting, to select one collection for the Sorbonne, one for the Union, equipping each with its appropriate catalog.

This plan seems to me feasible and likely to ensure two creditable memorials of the A. L. A. activities here. I concur in recommending it.

D. The Miscellaneous Material. As I have reported, applications have been received from several sources for the grant of collections suited to their needs. Those to date are the following:

1. The International Bureau of Bibliography at Brussels; for the Bureau of International Intercourse which will, it believes, form a world centre for the interchange of scientific views and the organization of co-operative scientific projects.

- A selected collection would serve this purpose.

2. The Syrian Protestant College at Beirut.

3. Robert College, at Constantinople.

4. The (proposed) American center at Rome.

5. The University of Louvain—as part of the American contribution towards the reconstitution of its Library.

6. The Republic of Liberia.

Excepting the last named (which seems somewhat remote from our duties or interests, as well as geographically indirect) each of the above applications would seem to have merit; and all save possibly that

from Louvain, likely to result in an enduring benefit to American interests. They might all be satisfied by a *selection* from among our numerous duplicates which would not seriously deplete the bulk of the material to be returned to the United States.

But such grants would involve questions both of legality and of policy as to which the judgment of the Committee must be awaited. The question of legality seems a single one; can material given by the public for the express purpose of a service to the Military and Naval forces be so disposed of after this purpose has been achieved?

The questions of policy include the question as to whether these grants to foreign beneficiaries—and to these *selected* beneficiaries—would incur warrantable criticism as unfair to needs in the United States remaining after distribution of the residue?

If the Committee is satisfied on both the above points it might well consider still further dispositions in France—particularly (1) to other French Universities (besides the Sorbonne) which have given hospitality to the A. E. F. students and will doubtless do so to other American students hereafter (2) to some of the French lending libraries.

The Committee should consider the entire matter promptly and should communicate its decisions by cable, as the action to be taken on this side should be initiated before shipments have proceeded far.

Very respectfully,

HERBERT PUTNAM,
General Director

APPENDIX C

ALBANY, N. Y.,
March 26, 1919,*To the War Service Committee:*

The following is submitted as the report of the Sub-Committee on Disposition of Books, Buildings, and Equipment:

1. It is recommended that any or all books and library equipment remaining after the A. L. A. has finished its service to the soldiers and sailors of the World War be first offered to the War and Navy Departments in furtherance of any plan acceptable to the War Service Committee for a continuing library service to the American military and naval peace establishments; that upon approval by the War Service Committee the General Director is authorized to arrange for transfer of such books and equipment as may be desired by the Government.

2. That the next choice be offered to other Federal institutions—prisons, coast guards, lighthouses, etc.—and to the United States Merchant Marine.

3. Material, if any, remaining after the performance of numbers 1 and 2, to be disposed of as follows:

a. Books. To one agency in each State to be designated by the present sub-committee, preferably in the following order:

- (1) Library Commission.
- (2) Leading library (State Library, if possible).
- (3) Governor.
- (4) State Federation of Women's Clubs.
- (5) State Department of Education.

And to be given by these designated institutions in their discretion to—

- (1) Libraries.
- (2) Schools and colleges.
- (3) State charitable and penal institutions.
- (4) Traveling library systems.

All gifts to be conditioned as follows:

- (1) To be gifts, not sales.
- (2) Some return to be required.
 - (a) In responsibility, assumed or agreed to.
 - (b) In prospect of permanence.
 - (c) In adequate provision for care and use.
 - (d) In maintenance of satisfactory library standards.
 - (e) In the establishment of a new library or library system.

b. Buildings. The General Director is authorized and empowered to dispose of library buildings.

- (1) By gifts to appropriate and responsible auspices for library purposes only; expense of removal to be borne by recipient.
- (2) By private sale. As a commentary on probable value the sub-committee notes that the War Department has indicated \$500 as a fair salvage value for our \$10,000 buildings.
- (3) By salvage:
 - (a) On our own initiative and action.
 - (b) In joint salvage with some or all of the seven organizations or as part of a Government salvage plan.

All of the above plans to be subject to rulings by the War and Navy Departments as to legal title to buildings.

c. Equipment. The General Director is authorized and empowered to dispose of equipment according to the above plan for disposition of books and buildings and in the following order:

- (1) To War and Navy Departments and needed for permanent library service (free)
- (2) To those libraries to which buildings are given (free).
- (3) To other libraries as designated by state agencies named under a (1)-(5) (free).
- (4) By sale, where none of the preceding opportunities are immediately available.

This report is meant to refer to books, buildings and equipment in the United States only. The disposition of overseas property will await later reports from the General Director.

Sincerely yours,

J. I. WYER, JR.,
GRATIA A. COUNTRYMAN,
C. F. D. BELDEN.

APPENDIX D
WORKING BUDGET JUNE 1, 1919-DECEMBER 31, 1919

	Est. Out- standing July 1st	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Grand Total
America									
Buildings and equip- ment (including uni- forms)		10,000	10,000	10,000	6,000	5,000	5,000	5,000	51,000
Personnel — Salaries — Subsistence—Travel.		60,000	60,000	55,000	50,000	40,000	30,000	30,000	325,000
Books — Magazines — Newspapers	200,000	55,000	55,000	50,000	40,000	30,000	20,000	20,000	470,000
Administration exp- enses — Rent—Sup- plies—Printing		30,000	25,000	25,000	25,000	20,000	15,000	15,000	155,000
Overseas									
Buildings and equip- ment (including uni- forms)		10,000	8,000	5,000	5,000	5,000	3,000	2,000	38,000
Personnel — Salaries — Subsistence—Travel.		20,000	20,000	20,000	15,000	15,000	10,000	5,000	105,000
Books — Magazines — Newspapers	250,000	30,000	25,000	15,000	10,000	10,000	10,000	5,000	355,000
Administration exp- enses — Rent—Sup- plies—Printing		10,000	10,000	10,000	10,000	10,000	10,000	5,000	65,000
		450,000	225,000	213,000	190,000	161,000	135,000	103,000	1,564,000

RICHFIELD SPRINGS, N. Y.

September 10, 1919

Present: Messrs. Wyer (chairman), Belden, Bowker, Hill; Misses Doren and Titcomb, who succeeds Miss Countryman (resigned); Secretary Utley; and, by invitation, President Hadley and Misses Eastman and Tobitt of the Executive Board.

Minutes of meeting of June 25th, which had previously been sent, in typewritten form, to all members, were approved with the following corrections:

Page 6, line 8, should read "1919 the total \$1,564,000, carrying \$315,967, in addition to the"

Page 6, line 16, should read "of \$3,315,000."

Letter to Publishers. The secretary, on inquiry from the chairman, informed the Committee that he had notified all the principal publishers of the vote of appreciation passed at the last meeting and had received cordial notes of acknowledgment from a considerable number. He had also sent a copy of vote to "Publisher's Weekly."

Statement of Balances. Chairman Wyer called attention to the statements from the American Security and Trust Company as of August 31st, showing balances in hand to the credit of the First War Service Fund of \$52,340 in cash and \$350 of Liberty

Bonds, and the balance in the Second Fund of \$703.39 in cash and \$190,803.75 in Liberty Bonds.

Supplementing this, a letter dated August 27th, from the Treasurer of the United War Work Fund was read by the chairman, stating that U. W. W. collections were now over \$175,000,000 and expressing the hope that they would reach \$180,000,000.

Audit of June 30, 1919. The chairman called attention to certain instances of inexactness and loose phraseology in the audit of June 30, 1919, made by Marwick, Mitchell, Peat & Co., whereupon it was

Voted, That the chairman be requested to call the attention of the A. L. A. Finance Committee to the inexactness of this audit and refer it to the Finance Committee with the request that it ask for corrections by the auditors before it is put on file, and particularly that explanation be asked in regard to an item of \$45,936.21, and one of \$50,000 in the First Fund (p. 2 of the audit).

Request for Books. The chairman reported an urgent request for books for Boone University, Wuchang, China, which had not been acted on, in view of the vote of the Committee to limit its book distribution at present to the United States and Europe. Whereupon it was

Voted, That action on requests for books outside of the United States and Europe be postponed until the Committee has more complete information as to the number of volumes which will be available and what disposition should be made of them in America.

Report of Acting General Director. The chairman called attention to this report as of September 1, 1919, which had been mailed to each member of the Committee, particularly to that part of it devoted to "The Future," in which the statement was made that it was expected the War Department would take over the library service to the army camps, posts, forts and hospitals on November 1st. Also that L. L. Dickerson had accepted the position of Director of Army Libraries and Camp Publications.

Letter to the Secretary of War. The chairman informed the Committee that after conference with Colonel Jason S. Joy and other members of the Committee, he had written a letter to the Secretary of War suggesting October 31st as the date for the transfer of the work to the War Department. This letter is appended to and made a part of these minutes. (Appendix A.)

It was thereupon

Voted, That this Committee approve the letter which has been written by its chairman to the Secretary of War, regarding the closing of the Library War Service.

Communications from the Executive Board.

1. Statement to Committee of Eleven. Secretary Utley laid before the Committee a statement prepared by the Committee on Enlarged Program, addressed to the Committee of Eleven, with the further information that it had been formally approved by the Executive Board of the American Library Association. At the request of the chairman, the secretary read this statement, which is appended to and made a part of these minutes. (Appendix B.) It was thereupon

Voted, That this Committee accepts and approves the statement to the Committee

of Eleven, prepared by the Committee on Enlarged Program; that this statement be spread upon the minutes of the Committee and that the chairman be requested to present it to the Committee of Eleven at the earliest appropriate occasion.

2. Underwriting of Campaign. The Executive Board, through Secretary Utley, reported plans recommended by the Committee on Enlarged Program, and adopted by the Executive Board for a financial campaign for \$2,000,000, and that the Executive Board had, on recommendation of the Committee on Enlarged Program, voted to request the War Service Committee to underwrite the expenses of this campaign to such amount as it found possible. It was

Voted, That the sum of \$52,340 now standing as a balance from the First War Service Fund, be loaned to the Executive Board to underwrite the proposed financial campaign, and further it was

Voted, That after approval by the Executive Board, the American Security and Trust Company, as treasurer, be authorized and requested, from the balance in its hands to the credit of the A. L. A. First War Service Fund, to transfer to Frank P. Hill, as chairman of the Committee of the American Library Association, known as the Committee on Enlarged Program for American Library Service, the sum of fifty-two thousand three hundred forty dollars (\$52,340).

Note: The Executive Board ratified and approved the above vote at a meeting at Richfield Springs, September 11, 1919.

The Committee was informed that certain expenses, aggregating about \$500, had been incurred by the Committee on Enlarged Program, and in view of the fact that the work of the Committee had largely been concerned with the development of the war work into a peace time program and with the disposition of the balance of the U. W. W. Fund, it had recommended to the Executive Board that these expenses, in whole or in part, might properly be paid by the War Service Committee, and that the Executive Board had approved this recommendation. It was

Voted, That the expenses incurred by the Committee on Enlarged Program be paid, half by this Committee and the other half by the Executive Board.

Adjourned.

GEORGE B. UTLEY,
Executive Secretary.

APPENDIX A

September 10, 1919

Albany, N. Y., August 29, 1919.

HON. NEWTON D. BAKER,
Secretary of War,
Washington, D. C.

My Dear Sir:

Our diminishing war service overseas and the rapid demobilization of the war establishments in this country suggest that the time has come when a definite date may be set for the termination of the library war service by the American Library Association, under the auspices of the War Department.

Our Committee respectfully proposes October 31 as a desirable date for the termination of its war service proper and for the assumption by the War and Navy Departments of those parts of our work which (it is our earnest hope) are to be continued by the government as a permanent peace service to the Army and Navy.

Notice of your agreement to this (or any other) date can be followed promptly by such statements from our Washington office as to present personnel, buildings, equipment and status of the work as will enable our war service to be closed at the date suggested and the proposed transfer to be made effective with a minimum loss of efficiency.

The services of this Committee, its executive staff at Washington or of any members of our Association who have been related to the work in any way, will always be freely at the command of the War and Navy Departments for conference, consultation or help.

Awaiting your reply, and with the utmost appreciation for the opportunity which your department has afforded the American Library Association, in the work now drawing to an end, I am,

Very truly yours,

J. I. WYER, JR.

APPENDIX B

September 10, 1919

September 11, 1919.

To the Committee of Eleven:

Gentlemen: The ending of the war, the rapid withdrawal of our men from Europe,

and the discontinuance of many of our training camps, necessitates a modification of programs based upon war conditions. We submit to you, therefore, a brief statement of the fields in which we deem it necessary to continue our war service.

The War Department has appointed a Director of Army Libraries and is taking over that portion of our work which concerns the regular army. The A. L. A. is transferring to the Department a large part of its books, buildings and personnel. The work is to be carried on by the War Department with government funds, and with such additional funds as may be available from our balance.

Our library buildings in camps are being transferred to the army as needed.

A Consulting Librarian has been provided for the Navy at A. L. A. expense, and it is the hope of the Navy Department that sufficient funds will be available in our balance and from government sources, to enable it to carry on the library work started by our Association.

In Public Health Service Hospitals we shall continue our service, and keep it active and efficient in all permanent hospitals after demobilization. It is to be expected that eventually this service will be taken over by the government, and that like service will be adopted by all hospitals and all charitable and penal institutions.

Those to whom blindness has come as a result of their service for the country, we shall aid with books and instruction.

The men in our widely scattered and remote lighthouses, lightships and coast guard houses have long greatly needed a regular, carefully studied service of books and journals, and the authorities urge us to supply this need.

Such of our Merchant Marine as is still under Federal control falls properly within the scope of our work; and we find that our service of this part of the whole great field of deep-water shipping will inevitably lead to a universal service of books as tools of education and recreation, to all men in all the ships of this country.

The demand for our service from industrial plants under Federal control still exists. It could not be fully met by us in war time. Our work here will not only be essential as long as Federal control continues, but will help to extend the education of workers in all great industries.

The problem of employment for discharged soldiers, and of their education, has not yet been solved. Especially true is this of soldiers who have been, through war service, incapacitated for their accustomed work. To these, and particularly to

the efforts of the Federal Board to reach and rehabilitate the incapacitated, we can now give more satisfactory assistance than we could while our energies were fully occupied by most pressing demands from the Army and Navy when they were actively engaged in war.

Summarizing This Statement:

We purpose to use the unexpended balance in the United War Work Fund to continue in the development of adequate library service in the permanent naval and military establishments, in Public Health Service Hospitals and other government institutions; to establish libraries in the United States Shipping Board and Merchant Marine; and to foster the development of library service (specially for discharged soldiers, sailors and marines) in industrial plants and communities without libraries.

Estimated cost of the work thus outlined:

Coast guard stations.....	\$ 15,000
Lighthouses and lightships.....	15,000
Public Health Service and civilian hospitals, caring for ex-service men	100,000
U. S. Shipping Board and other Merchant Marine vessels.....	150,000
Federal industrial plants.....	25,000
Discharged soldiers, sailors and marines	75,000
Books for blinded soldiers, sailors and marines	10,000
Travel, freight, supplies, stationery, postage, rent, incidentals.....	90,000
	<hr/>
	\$480,000

To supplement government funds for army and navy libraries. Balance estimated at.....\$220,000

Total\$700,000

It is our purpose to add to the balance of our quota money obtained from citizens who approve of what we have done, and who believe that our part in the education for effectiveness and the promotion of contentment of our soldiers and sailors should be continued and extended.

We shall have to help us, the 4,000 members of our Association, the libraries they represent, the trustees of those libraries, and the people of thousands of towns and cities in which these libraries are found. With this army of workers, we can, as during the war, get additional money, volunteer help of every kind, and further millions of books and journals as they are needed.

We respectfully request the approval of the foregoing statement and plan of our future war service activities.

Respectfully submitted,
CHALMERS HADLEY,
President.

NEW YORK PUBLIC LIBRARY

November 19, 1919

Present: Messrs. Wyer (Chairman), Anderson, Belden, Bowker, Hill and Miss Titcomb; also Dr. Putnam, General Director of the Library War Service, Mr. Milam, Assistant Director, and Mr. Utley, Executive Secretary.

Minutes of meeting of September 10th were approved in the typewritten form sent to members.

Financial Statement. The Chairman presented a brief financial statement as information to the Committee. (Appendix A.)

Committee of Eleven. As indicative of the attitude of the Committee of Eleven to date of October 28th in regard to unexpended balances of the U. W. W. Fund, the Chairman called attention to a letter he had written to the President of the A. L. A., under date of October 29th, copy of which had been sent to members of the Committee. (Appendix B.)

Appropriation to Army and Navy. The Committee having under discussion the proposed transfer by the Committee of Eleven of \$3,000,000 U. W. W. balances to War and Navy Departments, the Chairman read a letter addressed by him to Dr. Mott, Chairman, Committee of Eleven, suggesting that the division, instead of being \$2,500,000 for the War Department, and \$500,000 for the Navy Department, be \$2,250,000 for War and \$750,000 for Navy Department. (Appendix C.)

Statement from the General Director. Dr. Putnam laid before the Committee the following communication, carrying his resignation as General Director of the Library War Service, which was read by the Secretary.

"November 19, 1919.

The A. L. A. War Service Committee:
Gentlemen:

In my letter¹ to your Chairman, October

17th, which I assume already to have been laid before you, I indicated that in my judgment I should now be relieved of the General Directorship of the War Service. To the reasons given is the additional fact that the service in the domestic army camps and posts, together with our buildings, collections, equipment and necessary personnel, has now been transferred to the War Department (a copy of my communication to the Secretary effecting the formal transfer as of October 31st is appended¹). A like transfer to the Navy, is, by its preference, being effected gradually. And Mr. Dickerson for the War Department, Mr. Brown for the Navy Department, have entered upon their independent functions.

The work overseas still to be maintained involves at only one point a surviving question of policy. This one point is Paris, where the permanent disposition of our Headquarters collections, and the relation of the A. L. A. with its maintenance and administration, have not yet been finally determined. The latest communications from Mr. Stevenson, however, (which I lay before you) assure a disposition of it calculated to meet our ambitions for it; and the continuing relation of the A. L. A. with its administration, including its utilization by the A. L. A. as an outpost, bureau of information, and demonstration of American library methods, is a matter of detail, to be worked out by the permanent authorities of the Association rather than by an emergency administration such as yours and mine.

The other undertakings which are regarded as continuations or extensions of our War Service, and to which the residue of our War Service Funds are applicable, can well be carried through by the existing administrative force under the direction of Mr. Milam and the supervision either of your Committee or of the Executive Board,—should your Committee also ask a discharge. The considerations which favor this view were set forth in my letter to your Chairman.

I, therefore, by these presents:

1. Release to your Committee completely the powers and authority conferred upon me by your vote of October 4th, 1917;
2. Release likewise to your Committee the responsibility for the undertakings surviving;
3. Transfer to your Committee the entire establishment, collections and equipment surviving;
4. Return to your Committee the balance remaining to my credit of the War Service Funds entrusted to me; the instru-

ment necessary to effect the actual return to be executed upon your acceptance of these proposals.

The War Service being a "going concern," an exact inventory of the amounts involved at this date cannot be given. The documents appended,² however, show:

1. The cash to my credit as of November 15th, 1919—\$312,184.70. Against this were outstanding obligations estimated to November 30th at \$68,000. Both appear in the appended statement by the Disbursing Officer, dated November 15th, 1919. A further statement by him shows the status of the War Fund as a whole.

2. The establishments still surviving and under my control.

3. The collections still surviving and under my control.

4. The existing personnel.

5. A memorandum descriptive of the existing undertakings, supplementing the memorandum submitted to you by the Acting General Director as of September 1st.

The latest audit was as of October 1st. A supplementary audit covering the period to date, would be technically appropriate as a precedent to my discharge.

Very truly yours,

HERBERT PUTNAM,
General Director."

Supplementing orally the foregoing written communication, Dr. Putnam emphasized the desirability of continuing the work in Paris as an outpost of American library methods; and he summarized recent communications from Mr. Stevenson, reporting a fund raised and organization effected by residents of the British and American colonies there, assuring co-operation on their part and perhaps a permanent endowment for the library itself. He made certain suggestions as to the character of administration requisite for the adequate utilization of the opportunity. He also spoke of the numerous though small collections of books placed in European educational institutions, calling attention to the report thereon made by Mr. Kerr (appended as Appendix L); and called the attention of the Committee to the fact that no collec-

- 1 Appended as Appendix D.
- 2 Appended as Appendix E.
- 3 Appended as Appendices F to K inclusive.

tions had been sent to any point either in Italy or in Russia, and that a collection such as our educational set and perhaps some other books might appropriately be sent to certain institutions in those countries from residue stock. This matter he referred to the Committee for such future action as it wished to take.

The Chairman stated that following an affirmative expression from members of the Committee, he had separated from the \$220,000 which the Association in its statement to the Committee of Eleven proposed to be furnished to the Army and Navy, the sum of \$50,000 for the support of the work in Paris.

Following these and other remarks it was:

Voted, That the report of the General Director, including the appended documents, be received and accepted.

Voted, That the resignation of Herbert Putnam, General Director, be accepted as of a date hereafter to be fixed by the Chairman of this Committee upon completion of the necessary audit; and the said Chairman is hereby empowered to fix such date and to arrange for the transfer of the funds, collections and equipment affected.

Appreciation of Dr. Putnam. Mr. Bowker presented a minute of appreciation of the services of Dr. Putnam, which was read by the Secretary, and which, upon motion of Mr. Anderson, seconded by Dr. Hill, was unanimously adopted. The minute was as follows:

Throughout the War Service of the American Library Association, the country and the Association have especially to thank Dr. Herbert Putnam, Librarian of Congress, for his service as General Director in the library work at home and abroad. With the entrance of our country into the world war, the American Library Association faced the question whether it could do better service to our soldiers and sailors directly, or through the means of other organizations, and doubt as to the advisability of separate action was in the minds of many, including Dr. Putnam himself. He was charged, as Chairman of the Provisional Committee, appointed previous to the Louisville Conference of June, 1917, with the duty of presenting plans and alternatives to the Association, and the report drawn by him was the basis of the later action. When it was decided that the

American Library Association should take part directly in the great work afterward accomplished by the Seven Sisters of Service, and a permanent committee appointed, Dr. Putnam was the only choice as General Director, and what has been done under his leadership has abundantly justified both the decision of the Association to act directly in this service and its choice of a leader. The War Service Committee desires, on the occasion of Dr. Putnam's resignation of the post of General Director, to record its cordial appreciation, of the unswerving fidelity, unsparing devotion and unflinching tact which he has brought to the great task, now happily completed, and performed, as a stipulation laid down by him, entirely without pecuniary remuneration. The work of the American Library Association, in supplying the best reading to our soldiers and sailors at home and abroad, has been recognized by the national authorities, by all the forces it has reached, officers and privates alike, and by all who have known of its successful efforts, as one of the chief elements in developing and maintaining a high standard of morale within our army and navy, and the presence of the General Director abroad during the later critical period especially contributed to this end. The preservation of the American Library at Paris, as now proposed, as an example of American library methods, will be a permanent memorial of the efforts in which his has been the guiding spirit, but a greater and more lasting memorial will be the gratitude of the men whom the Association has served, for the help and inspiration this work has given them.

Appreciation of Library Profession and Public. The Committee also by unanimous vote, adopted a minute of appreciation to library boards, to members of the library profession, and to the general public, who so liberally contributed time, books and money, and who so ably co-operated with the Committee and others engaged in the conduct of the Library War Service.

Appointment of General Director. A successor to Dr. Putnam, as General Director, being under consideration, it was

Voted, That Carl H. Milam be appointed General Director of the Library War Service in place of Herbert Putnam, resigned, with all the powers and authority previously conferred upon the said Herbert Putnam by the resolutions of this Committee adopted October 4, 1917; and that

there be transferred to his credit as General Director such sums as now stand to the credit of his predecessor, and also that there be transferred to him all properties and equipment now in the hands of Herbert Putnam as General Director, the above transfers to become effective upon the date when by decision of the Chairman of this Committee, the resignation of the said Herbert Putnam as General Director shall become effective.

Voted, That this foregoing action be submitted to the Executive Board of the American Library Association for its ratification, notwithstanding the apparent completeness of authority vested in the War Service Committee by the votes of the Board on August 14, 1917.

Salary of General Director. The fixing of the salary of the newly appointed General Director being under consideration, and he having informed the Committee that he had been employed by the Executive Board as Director of the Association's enlarged program at a salary of \$500 per month, of which for the present one-half was paid by the Committee on Enlarged Program and one-half by the Library War Service for his service as Assistant General Director, it was

Voted, That the sum of \$250 a month be paid to the newly appointed General Director as compensation for his services in connection with the Library War Service.

Transfer of Work to Executive Board. Recognizing that the continuation of the war work should appropriately be transferred at the proper time to the Executive Board and the War Service Committee be discharged, the Committee considered whether that time had now arrived. It was taken as the sense of the Committee, however, that it should continue until at least January 1, 1920, retaining its usual oversight and administration of such activities as have not been turned over to the War and Navy Department.

Transfer of \$5,084.70 to First Fund. The Chairman stated that there remained in the hands of the General Director from the First War Service Fund \$5,000 set aside for insurance on buildings, and \$84.70 miscellaneous. It was

Voted, That the sum of \$5,084.70, now standing to the credit of the General Di-

rector, as a balance from the First War Service Fund, be redeposited with the American Security and Trust Company as a part of the First War Service Fund.

Transfer of Liberty Bonds and War Savings Stamps. The Chairman having requested the Committee for a vote authorizing the transfer of \$20,682 in Liberty Bonds and War Savings Stamps from the Treasurer of the United War Work Campaign, Inc., to the American Security & Trust Company, it was

Voted, That the Chairman of the War Service Committee of the American Library Association be authorized to obtain and receipt for certain Liberty Bonds and War Savings Stamps amounting to \$20,682, now in the possession of the Treasurer of the United War Work Campaign, Inc., and to deposit them with the American Security and Trust Company of Washington, D. C., to the account of the War Service Committee of the American Library Association.

Miscellaneous. The Chairman reported:

1. That he had authorized, as a matter of distribution of books and a piece of industrial library service, the donation to the Seaboard Air Line Railway libraries, books, at the discretion of the General Director, up to 20,000 volumes, for their traveling library service.

2. That at the request of Mr. W. H. Kerr, formerly in charge of distribution of books overseas, he had authorized a set of the overseas educational books to be sent as a temporary deposit to the Library of the Kansas State Normal School at Emporia, of which Mr. Kerr is librarian.

3. That he would prepare a final report to the Carnegie Corporation on the use made of its money and of its buildings, and particularly on the disposition of the buildings.

There being no further business the Committee adjourned to meet at the call of the chair.

GEORGE B. UTLEY,
Executive Secretary.

APPENDIX A

November 19, 1919

Financial Statement, November 4, 1919
The full American Library Association

quota, \$3,500,000, has now been paid to the American Security and Trust Company.

Total United War Work collections are a little more than \$180,000,000. Expenses will be between \$2,000,000 and \$3,000,000. This indicates further small amounts for the A. L. A., perhaps a total of \$60,000 to \$75,000.

Cash balance now with American Se- curity and Trust Company	\$258,713.45
Bonds and War Sav- ings Stamps with A. S. and T. Company.	190,803.75
Bonds and War Sav- ings Stamps with Equitable Trust Co., New York.....	20,682.00
Total	\$470,199.20
Balances with General Director, November first	\$242,209.69
On deposit with agents	120,750.81
Total	\$362,960.50
Grand total, less payments of General Director Since No- vember first	\$833,159.70

APPENDIX B

November 19, 1919

Albany, N. Y., October 29, 1919.

Mr. Chalmers Hadley, President,
American Library Association,
My Dear Mr. President:

After four meetings, distributed through a month, there came last night the right time to present the American Library Association's statement to the Committee of Eleven. It will appear in full in its minutes. In the light of events of the past six weeks, and particularly of the turn which the Committee's deliberations have taken during October, I ventured to make one or two very slight changes in the budget distribution as shown in the original report.

Having in mind Dr. Putnam's earnest recommendation that provision be made for continuing the A. L. A. library and

headquarters in Paris for at least another six months, I inserted this item at \$50,000 in the budget which went to the Committee of Eleven, and deducted the same amount from the original balance of \$220,000 which it was proposed to pay over to the War and Navy Departments. I also changed the date of the report to October 27 and indicated that the balance of \$700,000, the distribution and allocation of which we were thus proposing, was as of November first.

Five of the seven welfare organizations (all but the Salvation Army and the War Camp Community, which worked entirely outside the camps) will join, I feel sure, in a total grant of about three millions to the War and Navy Departments to supplement their funds for this work until the first of July, 1920. It is understood that having provided the full sum of Army and Navy budgets for this work until that time they must then look to Congress for further support and failing it must not recur to the "Seven Sisters."

Our share of this fund will be approximately 2.65 per cent of our original quota of three and one-half millions.

I am encouraged to believe, after last evening's meeting, that the Committee is entirely willing to agree to our proposed transfer of present balances from the War Service Committee to the Executive Board and to have the lines of work named in our statement continued by the Association.

You have doubtless, and very properly, wondered why I have made no report before now. The Committee of Eleven did not meet until October 4; the transfer and money grants to the War Department produced varying reactions from representatives of the different societies; and it has necessarily taken time to iron out a number of matters. I might have urged separate action on our own requests but have not felt it prudent to do so. Everything now seems to be working out as we would wish.

Sincerely yours,

J. I. WYER, JR.

APPENDIX C

November 19, 1919

November 19, 1919.

DR. JOHN R. MOTT, Chairman,
Committee of Eleven,
U. W. W. Campaign.

My Dear Dr. Mott:

I can quite appreciate that our sub-committee of three is unable to proceed till the Navy budget is in hand. We are therefore adopting the sensible suggestion in yours of the 14th inst. and the War Service Committee of the American Library Association will set aside \$100,000 as a maximum amount which it will be called upon to provide for the \$3,000,000 fund. This is well in excess of the 2.65 per cent tentatively computed by Mr. Schiff.

One further consideration. The figures which have been presented to the Committee of Eleven as a basis for the division of this \$3,000,000 fund between the Army and the Navy are \$2,500,000 (the latest Army budget) and (presumably) \$500,000, the remainder, for the Navy. I have a feeling that this division is not quite fair to the Navy. Two million two hundred and fifty thousand dollars and \$750,000 would seem much more nearly right. I fancy that Commander Mayo, when he tentatively named \$400,000 at our meeting on October 20, was neither fully impressed nor informed as to the Navy's needs. I do not favor increase of the total sum beyond \$2,000,000, but wish to bespeak full consideration of the Navy's share.

Very truly yours,

J. I. WYER, JR., Chairman.

APPENDIX D

November 19, 1919

October 17, 1919.

Dear Mr. Chairman:

The following situation presents itself:

1. On November 1st our service to the War and Navy Departments, with the temporary exception of certain outlying service, is to be taken over by those Departments. With the service will be transferred the establishments in the field, the

equipment, the books, together with others to be drawn from stock, and the major part of the personnel in the field. The rest of such personnel will be discharged.

2. The outlying service excepted is that outside of the limits of the United States. This, as regards the military, the A. L. A. is asked to continue to operate "for three or four months."

3. It is your view (expressed in your letter of October 6) that the operation of this will require the continuance of the War Service Committee.

4. If other circumstances had not intervened it would also consistently require my continuance as General Director. But

5. Other circumstances *have* intervened:

- (a) The A. L. A. has determined upon certain post-bellum activities set forth in its "Enlarged Program."
- (b) These will be controlled and supervised, not by the War Service Committee, but by the Executive Board.
- (c) A Director for them has already been chosen.
- (d) This Director—Mr. Milam, has during my absence been the Acting Director of the War Service itself. Ever since my return he has been conducting the routine of it, which I could not well resume without confusion.
- (e) The funds for certain of the new undertakings* will at the outset be drawn from the residue of the War Service Funds not transferred to the Departments or required for the completion of the outlying War Service Work.
- (f) The headquarters organization and the residue stock in New York will be utilized in the new undertakings. The seat of them will presumably be in New York.

*Which are regarded as a continuation or extension of the War Service.

(g) Inevitably, therefore, the remnant of the War Service work, and the work under the "Enlarged Program" will be fused in the practical operation, even if the expenditures be distinguished on the books.

6. With the administration thus fused, the direction and control should also be fused. The direction can readily be, since the Director under the "Enlarged Program" is familiar with the War Service and is actively conducting it; and the completion of the outlying work (for the "three or four months") would be a minor task incidental to his major tasks under the Enlarged Program.

In my own judgment the control also might expediently be relinquished to the body which will represent the A. L. A. in the "Enlarged Program,"—that is to say, to the Executive Board.

But even if it is not, even if the War Service Committee considers itself still responsible for the completion of the remnants of any war time service chargeable to the War Service Fund, there would seem no reason why the new Director—this particular new Director—should not be substituted for me in the administration of it.

The action required would be simply this:

1. My resignation to the War Service Committee of the duties and authorities conferred upon me by the vote of October 4, 1917.
2. The designation by the War Service Committee of Carl H. Milam as Director.
3. Approval of the above by the Executive Board.
4. The transfer by me to the new Director (or, if this seem expedient, the relinquishment by me to the War Service Committee for action by it) of the funds and material with which

I am chargeable on the date of the transfer.

5. An inventory and audit that will close my accounts.

I see no reason why the above should not be effected as of November 1st. Do you?

Very Sincerely,

HERBERT PUTNAM,
General Director.

MR. J. I. WYER, JR., Chairman,
A. L. A. War Service Committee,
New York State Library,
Albany, New York.

APPENDIX E

November 19, 1919

Washington, D. C., Oct. 31, 1919

Sir:

In accordance with the understanding embodied in a communication to you dated August 29, 1919, from the Chairman of our War Service Committee and your response dated September 20, 1919 (copies enclosed) the entire library establishments of our Association, books and equipment remaining in the Army camps and posts within the continental United States were on this date to be relinquished to the United States, to be administered hereafter by the War Department.

As the physical transfer will require an inventory which can be compiled only by our local representatives, we have furnished to each such representative a form for such an inventory, together with a form of "agreement" which, executed both by our representative and the commanding officer, will constitute a release and a receipt. These forms were issued on October 21st, accompanied by a communication to the commanding officers dated October 22d. Copies of both are enclosed.

In the meantime, however, the present communication is designed as a general release and transfer of the title to the

properties in question, and of the responsibility for their administration.

Coincidentally we are releasing to the War Department certain of our personnel (at the points effected) selected by the Department for its own service, and discharging the remainder.

A list of the personnel taken over by the Department is in the possession of your War Plans Division, Library Section.

Very respectfully,

HERBERT PUTNAM,

(4 enclosures) General Director.
The Hon. the Secretary of War.

APPENDIX F

November 19, 1919

November 15, 1919.

From: Disbursing Officer

To: General Director.

The following statement, with figures completed to November 15 (inclusive), is for reference of the Committee:

RESOURCES

Balance on hand in acct. of Herbert Putnam, General Director:

First War Service Fund:

Insurance Fund	\$ 5,000.00
General Funds	84.70

Second Fund:

Balance, close of Nov. 15, 1919.....	212,600.00
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Funds in hands of Librarians and Agents:

B. E. Stevenson, Paris.....	75,000.00
Jos. Loughran, Siberia.....	1,000.00
Louis J. Bailey, New York.....	12,000.00
Frederick Goodell, Newport News.....	1,500.00
C. O. S. Mawson, Boston.....	500.00
F. H. Price, Philadelphia.....	500.00
M. J. Ferguson, San Francisco.....	300.00
25 others	3,700.00

\$312,184.70

LIABILITIES

Unpaid book bills in hand.....	\$27,700
Standing orders dating from Oct. 1, bills not received.....	3,000
Unpaid miscellaneous bills in hand.....	2,300
Estimated payroll of Nov. 30, approx.	10,000
Estimated payments to Librarians for travel, supplies, etc., Nov. 15-30, say	15,000
Estimated other payments, Nov. 15-30, say.....	5,000
Unforeseen to Nov. 30, perhaps.....	5,000

\$68,000

COLORADO SPRINGS CONFERENCE

APPENDIX G

November 19, 1919

Status A. L. A. War Service—Nov. 1

FINANCE

Balance in hands of Treasurer (American Security and Trust Company):		
First War Service Fund (Liberty Bonds).....	\$	350.00
Second War Service Fund, cash and bonds, Nov. 1.....		274,517.00
Balance in hands of General Director November 1, 1919.....	\$242,209.69	
In hands of Librarians and Agents November 1.....	120,750.81	362,960.50
		<hr/>
Balance to come from U. W. W. to make quota 3½ millions.....		175,000.00
		<hr/>
		812,527.50
Outstanding amounts due Librarians (including sum to Navy		
Department for November salaries)	30,100.00	
Outstanding book bills.....	38,100.00	
Outstanding other bills	2,300.00	
Estimated miscellaneous accounts, including payroll for November	35,000.00	105,500.00
		<hr/>
Probably available Dec. 1.....		\$707,327.50

APPENDIX H

November 19, 1919

STATUS OF PROPERTY: (Buildings and Equipment).

(1) Transferred—

Buildings and Equipment to Army:

Chicamauga Park—Camp Greenleaf
 Camp Custer
 Camp Devens
 Camp Dix
 Camp Dodge
 Camp Funston
 Camp Furlong (the building was moved from Camp Cody to Camp Furlong)
 Camp Gordon
 Camp Grant
 Camp Jefferson Barracks
 Camp Jackson
 Camp Kearny
 Camp Kelley Field
 Camp Lee
 Camp Lewis
 Camp Meade
 Camp Pike
 Camp Sherman
 Camp Taylor
 Camp Travis
 Camp Upton
 Camp Vancouver Barracks

Equipment (no bldg.) to Army

Camp Humphreys
 Camp Knox
 Fort Leavenworth
 Camp Merritt
 Fort Sill
 Fort Bliss

and library equipment of all army posts and hospitals in operation November 1, 1919, including Camps Eustis, Jessup, Benning, Bragg and General Hospitals at Oteen, Ft.

Bayard, Carlisle, Fox Hills, San Francisco Presidio, McPherson, McHenry, Ft. Sheridan, etc.

(1) Transferred—

Building and Equipment to Navy:

Coddington Point
Parris Island
Camp Perry, Great Lakes, Ill.

Equipment (not bldg.) to Navy:

Great Lakes, Ill.
Naval Training Station
Hampton Roads, Va.
Naval Operating Base
Newport, R. I.
Pensacola, Fla.
Naval Air Station
Quantico, Va.
Marine Barracks

(2) Sold—

Buildings and equipment*

Camp Beauregard.....	Building	\$1,000	
	Automobile	300	
	Equipment	284.40	\$1,584.40
Camp Bowie.....	Building and garage.....	1,000	
	Automobile	225	
	Equipment	427.31	1,652.31
Chicamauga Park (Camp Forrest)....	Building and garage (dam- aged by fire).....	115	
	Automobile	110	
	Equipment	91.25	316.25
Camp Doniphan.....	Building	500	
	(Automobile and equip- ment transferred to Ft. Sill)		500.00
Camp Fremont.....	Building and garage.....	350	
	Automobile	150	
	Equipment	69.50	569.50
Camp Green.....	Building	300	
	Automobile	175	
	Equipment	132.20	607.20
Camp Logan.....	Building and garage.....	485	
	Automobile	180	
	Equipment	40	705.00
Camp MacArthur.....	Building (Auto transferred to Ft. Sill).....	500	
	Equipment	101.50	601.50
Camp Mills.....	Building	400	
	Automobile	220	
	Equipment	183.80	803.80
Camp Sevier.....	Building	525	
	Automobile	280	
	Equipment	164.65	969.65
Camp Shelby.....	Building and garage.....	460	
	Automobile	135	
	Equipment	128	723.00
Camp Sheridan.....	Building	456	
	Automobile	170	
	Equipment	70	696.00

*Note—(Various items of equipment in the closing camps were transferred to other points in A. L. A. service).

COLORADO SPRINGS CONFERENCE

Camp Wheeler.....	Building	229.50	
	Automobile	250	
	Equipment	79.50	559.00
Equipment (not bld.):			
Camp Hancock.....	Automobile	\$ 75	
	Equipment	194.85	\$269.85
Camp McClellan.....	Automobile	205	
	Equipment	48.23	253.23
(3) Gifts—			
Building:			
Camp Wadsworth to Textile Industrial Institute, Spartenburg, S. C.			
(Automobile and equipment transferred to other points when camp closed.)			
(4) On hand—			
Buildings:			
Camp Hancock			
(No reasonable offer received to date)			
Camp Johnston			
(Held to date as government owns part of camp land)			
Camp McClellan			
(Held to date as government owns camp land)			
Newport News (Dispatch Office)			
(In use at present)			
Rented Buildings:			
New York Dispatch Office, 31 West 15th Street, New York,			
Leased to Feb. 1, 1921. Per month.....		\$ 208.66	
New York Warehouse, 6th Ave. bet. 20th-21st St., New York,			
Leased to April 1, 1920. Per month.....		2,333.33	
Paris Headquarters, 2 floors, basement, rear, stable and shed.			
Leased to Jan. 15, 1920. Per month.....		2,500	Francs

APPENDIX I

November 19, 1919

BOOKS—

Transfer of Books:

Approximate total from last inventories supplied by librarians. Complete statistics are not available as all inventory sheets have not been returned.

To the Army.....	774,706
To the Navy.....	146,587

Total	921,293
-------------	---------

There are approximately 1,080,000* books in New York Warehouse, largely classified and available for distribution. Orders are coming slowly because Mr. Brown and Mr. Dickerson are feeling their way. But we are urging them to act as promptly as possible in order that books may not be kept out of use.

APPENDIX J

November 19, 1919

PERSONNEL—

Transferred to Army:

(1) No. at headquarters	3
(2) No. in camps, stations and hospitals.....	77
(3) No. of camps, stations and hospitals manned by people.....	43

Transferred to Navy:

(1) No. at headquarters.....	2
(2) No. in camps, stations and hospitals.....	24
(3) No. of camps, stations and hospitals manned by people.....	15

*280,000 more expected.

Personnel of establishments remaining under Library War Service:

(1) Headquarters	48
(2) Dispatch Offices	26
(3) Hospital Supervisors, Librarians and Assistants.....	9
(4) Supervisors, librarians and assistants of other activities.....	13
(5) Overseas	15

(Note: In addition there are approximately 55 supervisors who receive no remuneration for their services.)

Present monthly payroll\$12,900

(There are 85 additional people on the weekly payroll of the New York Dispatch Office and Warehouse, at monthly cost of approximately \$7,000.)

APPENDIX K

**MEMORANDUM CONCERNING THE PRESENT STATUS OF LIBRARY
WAR SERVICE, NOVEMBER 18, 1919**

Service To the Army in Continental United States, so far as the A. L. A. is concerned, includes: making available to the Army a generous proportion of the books now in our warehouse; and advisory co-operation between our headquarters and the Director of Army Libraries. Some thousands of books were purchased for the educational work in the Army and are still passing through our establishments but no new orders are being placed. Our service overseas is being continued for some months at the request of the Secretary of War.

For the Navy we are still purchasing books in small quantities: are still co-operating with Mr. Brown in maintaining Library Service in naval stations and are providing the funds for the payment of the Navy Librarians—as the Navy is not in a position to assume these obligations until the proposed allotment is made by the Committee of Eleven or the A. L. A.

It is proposed to continue our service in other fields in line with the report presented by the Chairman of the War Service Committee, over the signature of the President of the A. L. A., to the Committee of Eleven. That statement outlines our field of activity for the immediate future. It is our expectation to operate this work through the following departments.

Merchant Marine: Through Dispatch

Offices, Public Libraries in seaport towns and perhaps through Red Cross Chapters in foreign ports we propose to provide for the men of the American Merchant Marine a service as nearly as possible adequate to their needs and wishes. We have already begun this service by supplying books to several hundred U. S. Shipping Board vessels.

This department will serve also the Coast Guards and the men in Lighthouse Stations and on Light Ships in co-operation with the Treasury Department and the Commissioner of Lighthouses.

Hospitals: There are still several thousand discharged soldiers in Public Health Service and other civilian hospitals. We are attempting to provide service for all of these men where it cannot be provided by local agencies.

This department will also have supervision over the printing and distribution of books in Braille Grade 1½ for the Blind. Mrs. Rider has obtained gifts or promises of approximately \$3,500 for this work.

Discharged Soldiers: Requests from individuals and groups in this class are growing in number and we have now reached the place where we cannot logically refuse to serve (primarily and perhaps exclusively with books in hand) the chapters of the American Legion which

cannot get service from local libraries. We are also being called upon to lend books occasionally to public libraries and library commissions for the use of ex-service men.

Federal Industrial Plants: Several such plants are now receiving a limited service from us and there are others not previ-

ously served which are entitled to some attention.

It is not always easy to draw the line between war service and general service but all the members of the staff are conscientiously endeavoring to limit our work to those phases for which we can legitimately spend war service funds.

APPENDIX L

November 1, 1919

Overseas War Service, Paris

Sept. 20, 1919.

From W. H. Kerr, Educational and Book Department
To Burton E. Stevenson, European Representative.
Subject: Report on A. L. A. Gift Collections.

The following summary and report of A. L. A. Gift Collections to Commissions of various American organizations, to Reconstruction Units, and to Universities, Colleges, and other permanent organizations, up to September 1, is respectfully submitted:

Commissions

	Volumes	Partial Totals	Grand Totals
American Red Cross			
x Albania	285		
x Bosnia-Herzegovina	225		
x Greece	300		
x Montenegro	280		
x Paris Headquarters	41		
x Poland	350		
x Roumania	300		
x Russia (Kuban)	75		
x Serbia	350		
—9 collections		2,206	
American Relief Association			
("Hoover" Commissions)			
x Armenia	4		
x Kuban	39		
x Poland	7		
x Russia	12		
—4 collections		62	
Miscellaneous			
x American Embassy, Warsaw	107		
x League of Nations, London	7		
—2 collections		114	
U. S. Army			
x Armenia (General Harbord)	38		
Armenia (Colonel Haskell)	74		
—2 collections		112	
Y. M. C. A. (International)			
x Czecho-Slovakia	350		
x Egypt	56		
x Greece	365		
x Poland	350		
Russia (South)	35		
x Turkey	350		
—6 collections		1,506	

Y. W. C. A. (International)

x Czecho-Slovakia	218		
Foyers des Alliés.....	150		
x Italy	323		
Poland	210		
—4 collections		901	
Totals for Commissions, 27 collections.....			4,901

Reconstruction Units

American Fund for French Wounded

Reims Hospital	75	75	
----------------------	----	----	--

College Units

Barnard	15		
Smith	150		
—2 collections		165	

Comité Américain pour

Régions Dévastées ("Anne Morgan Units")			
Blérancourt	75		
Boullay-Thierry	75		
Laon	75		
Paris Headquarters, for reserve.....	150		
Soissons	75		
Vic-sur-Aisne	115		
—6 collections		565	

Knights of Columbus

x Amiens	70		
x Brussels	72		
Paris	70		
x St. Quentin	75		
—4 collections		287	

Methodist Church Unit

Chateau-Thierry	20	20	
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Société des Amis

Grange-le-Comte	70		
Pargny-les-Reims	75		
—2 collections		145	
Totals for Reconstruction Units, 15 collections.....			1,257

Universities, Colleges and Permanent Organizations

Belgium

x Louvain	950	950	
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France

x Aix-Marseilles	465		
x Besancon	445		
x Beaune (municipality)	1,000		
x Besançon	445		
x Caen	460		
x Clermont-Ferrand	470		
x Dijon	516		
x Grè noble	510		
x Hyères (English Circ. library).....	150		
x Lyon	471		
x Montpellier	550		
x Nancy	486		

Paris

x American Chamber of Commerce.....	570		
American University Union.....	400		
x Bibliothèque de la Guerre.....	185		

x École des Beaux Arts.....	168	
x University of Paris.....	486	
x Poitiers	580	
x Rennes	543	
x Strasbourg	460	
x Toulouse	495	
—21 collections		9,692
Syria		
x Beirut (Syrian Protestant College).....	1,290	1,290
Turkey		
Constantinople		
x Robert College.....	1,620	
x Woman's College	1,155	
—2 collections		2,775
England (probable)		
London		
American Univ. Union.....	400	
English-Speaking Union.....	550	
Oxford		
Anglo-American Club	400	
—3 collections		1,350
Totals for Universities, etc., 28 collections.....		16,057
GRAND TOTAL, 70 collections.....		22,325 22,325

Note: "x" before an item in the above summary indicates that an author list of the collection was made, two copies being sent to the organization or institution (one copy for information, the other for receipting and return to A. L. A.), two copies for the Paris Headquarters files, and one copy for transmission to the General Director.

Purchases for the sake of these collections were made in a few cases, as, for example, the Army commissions to Armenia, and a few special books on the respective countries represented in the American Red Cross, Y. M. C. A., and Y. W. C. A. collections. About 150 volumes were purchased for these.

NEW YORK PUBLIC LIBRARY,

January 27, 1920

Present: Messrs. Wyer (chairman), Anderson, Belden, Hill, of the Committee; also Carl H. Milam, General Director of the Library War Service.

The minutes of the last meeting (November 19, 1919) were approved as typed and distributed to members.

Financial Statement. The Chairman presented the following statement of balances of even date with the American Security and Trust Company.

First Fund balances:

Cash	\$ 5,484.48
Bonds	350.00

Second Fund balances:

Cash	264,489.93
Bonds	211,485.75

The Chairman also reported further payment from the United War Work Campaign of \$105,000 on January 2, 1920, making the total A. L. A. quota received to date \$3,605,000.

Transfer of General Directorship. Pursuant to vote of the Committee on November 19, and following arrangements made by the Chairman; on December 13, 1919, Herbert Putnam formally transferred to Carl H. Milam the general directorship of the Library War Service. The transfer was accompanied by a satisfactory audit from Marwick, Mitchell, Peat & Co., by checks covering balances as shown therein, and by inventories of all property and equipment.

Payments to War and Navy Departments. Pursuant to information laid before the Committee at its meeting of No-

vember 19 (see Appendix B. Minutes of that date), the Chairman reported that the Committee of Eleven has formally granted to the War and Navy departments, for the continuance of welfare work until June 30, 1920, the sum of \$3,092,000, and that the A. L. A.'s share of this fund is \$105,970, divided as follows: Navy, \$69,000; War, \$36,970. He reported further that these A. L. A. payments have been made, pursuant to authority conveyed by a correspondence vote of the War Service Committee ratified in December by a correspondence vote of the Executive Board. The text of the Committee vote is as follows:

Voted, That after approval by the Executive Board of the American Library Association, the American Security and Trust Company, as Treasurer, is authorized and requested, from the A. L. A. War Service moneys of the second library war fund in its hands to transfer to the credit of the U. S. Navy Department, Bureau of Navigation, Sixth Division, the sum of Sixty-nine Thousand Dollars (\$69,000) and to the credit of the War Department, War Plans Division, Educational and Recreational Branch, the sum of Thirty-six Thousand Nine Hundred Seventy Dollars (\$36,970).

This correspondence vote of the War Service Committee was hereupon ratified by unanimous vote of the members present.

Conference with the War Department. On January 17, the Chairman received the following telegram:

Washington, D. C.,
January 17, 1920.

J. I. Wyer,

American Library Association,
State Library, Albany, N. Y.

At a meeting of the corps and division commanders, U. S. Army, in the world war, it was suggested that a memorial association representing all organizations directly connected with the American armies in the world war should be formed, with the object of considering and promoting ways and means of erecting a national memorial in honor of the dead. For the purpose of

forming such an association, it is requested that you, as head of the American Library Association in the world war, meet with representatives of the Army, Navy, Marine Corps and other organizations in Washington, D. C., Room Three Fifty-three, War and Navy Building, January 19, 1920, at two p. m. If not convenient for you to attend, request you designate a representative authorized to act for you. Please acknowledge.

McGlachin, Summerall, Ely, Humphrey,
Arrangements Committee,
Room 348, State, War
and Navy Building.

To this he made reply as follows:

Albany, N. Y.,
18 January, 1920.

McGlachin, Summerall, Ely, Humphrey,
Room 348, State, War and Navy Building,
Washington, D. C.

Telegram received. Am requesting Herbert Putnam or his authorized alternate to represent American Library Association Monday conference.

J. I. Wyer, Jr.

Dr. Putnam attended the conference as representative of the A. L. A. and submitted the following account of the meeting:

January 20, 1920.

I attended the conference at the State, War and Navy Building yesterday.

Except for a couple of other civilians and myself, it was a conference purely military, comprising nearly fifty divisional commanders and chiefs of military bureaus. General Haan presided. A committee appointed at a previous conference submitted a report on the project of a single national memorial to the American dead. The report proposed:

(1) The creation of a National Memorial Association to be incorporated.

(2) Such an association to be organized by "an executive board," to be composed of three representatives each of the War Department, the Navy Department, the Marine Corps, the American Legion Association, the Coast Guard, the Revenue Cutter Service, and each of the civilian organizations which engaged in auxiliary welfare work.

(3) The memorial to be at Washington. It would be a memorial to *all* the dead, not merely those in the fighting units, but also those of the civilian welfare organizations.

(4) The funds for it, unless provided by Congress, would be sought by popular subscription.

Query was raised as to the equal numerical representation of the civilian welfare organizations; but this was explained as desirable as a recognition or anticipation of their influence in securing an appropriation or contributions for the project.

The report of the Committee was adopted and Generals Wood, Harbord and Summerall were designated as the three representatives of the Army.

There was no remark by any of the civilians present.

A copy of the minutes and resolutions is to be sent to the head of each organization. You will therefore presumably receive one.

HERBERT PUTNAM.

REPORT FROM THE GENERAL DIRECTOR

War Service Budget, 1920-1. The following budget was submitted by the General Director, covering balance of War Service funds now in his hands and such additional balances now in the American Security and Trust Company as are to be available for War Service work.

Library War Service Budget. January 1, 1920 to June 30, 1921:

European Headquarters	\$ 75,000
Merchant Marine	225,000
Ex-service Men	110,000
Blind Ex-service Men.....	20,000
Public Health Service Hospitals..	150,000
Coast Guard and Lighthouses.....	45,000
Industrial War Work Industries...	75,000

\$700,000

On motion of Dr. Hill, duly seconded, it was

Voted, That this budget be received, placed on the minutes of this meeting, and referred to the Executive Board.

Mr. Milam laid before the Committee a memorandum (Appendix A) covering the points of agreement between representatives of the War Service Committee and Mr. C. L. Seeger, representing a committee of American residents in Paris interested in the continuance and support of the A. L. A. library there. There being no objection, this memorandum was approved and ordered spread on the minutes of this meeting.

The following communication was received from the General Director:

31 West Fifteenth Street,
New York City,
January 27, 1920.

Mr. J. I. Wyer, Jr.,
Chairman, War Service Committee
New York State Library, Albany, N. Y.
Dear Mr. Wyer:

On January 1 there was in the General Director's fund:

Cash on hand.....	\$ 98,209.86
Advances to agents.....	84,202.49

Total\$182,412.29

The expenditures in December were approximately \$98,000. The expenditures in January will be smaller, in February and March still smaller.

It is estimated that the needs, in about the proportion indicated in the attached budget for the several lines of work, for the three months ending March 31st will be:

January	\$ 75,000.00
February	60,000.00
March	50,000.00

Total\$185,000.00

I therefore recommend that \$185,000 be paid to the General Director, which, with the amount on hand, should cover the necessary expenses through March 31st.

Yours very truly,

CARL H. MILAM,
General Director.

In action upon it, the Committee

Voted, That the American Security and Trust Company, as Treasurer, is authorized and requested, from any moneys in its hands to the credit of the A. L. A. Second War Service Fund, to transfer to the account of the A. L. A. War Service Fund, Carl H. Milam, General Director, the sum of \$185,000.

Reimbursement of General Director's Account. The Chairman submitted a communication from William L. Brown, disbursing officer, calling attention to the fact that, by direction of the Executive Secretary, he had made payment to the Sixth Division, Bureau of Navigation, U. S. Navy Department, about December 31, 1919, of \$5,000, to apply towards the sum of \$69,000, paid by the A. L. A. to the Navy Department as part of the grant of \$3,092,000 made by the Committee of Eleven. Mr.

Brown desired reimbursement from funds of the Committee. It was thereupon

Voted, That the American Security and Trust Company be authorized and requested from any money in its hands to the credit of the A. L. A. Second War Service Fund, to transfer to the account of the A. L. A. War Service Fund, Carl H. Milam, General Director, the sum of \$5,000, being balance of the sum of \$69,000 transferred to the Navy Department, authorized by correspondence votes of the War Service Committee and the Executive Board in December, 1919, and confirmed at this present meeting. Sixty-four thousand dollars of this sum was so transferred by the American Security and Trust Company on January 8, 1920. This present grant of \$5,000 is to reimburse the General Director for such sum advanced by him on December 31 to the Navy Department on account of the \$69,000 payment.

Use of United War Work Funds. The Chairman submitted the following memorandum referring to the use of War Service funds transferred to the Executive Board:

In transferring to the custody of the Executive Board of the American Library Association certain balances of funds now in its hands, the War Service Committee of the A. L. A. desires to record the following minute:

1. That the funds so transferred (\$79,974.41 cash;* \$211,835.75 securities) are part of the \$3,605,000 quota of the A. L. A. resulting from the United War Work Campaign, November 11-18, 1918. That their expenditure must be subject to the limitations and obligations expressed by the name of the campaign, promised in its literature and repeatedly formulated by its governing Committee of Eleven.

2. More particularly these limitations and obligations, so far as they affect the A. L. A., are the following:

"The United War Work Campaign fund was raised to make possible the serving by the seven co-operating organizations in the present war emergency of soldiers and sailors . . . and this purpose is to be a governing principle in its use." (Committee of Eleven Memorandum, 24 December,

1918, later ratified by A. L. A. Executive Board.)

"The objects of items [of expenditures] are confined to the soldiers and sailors and to certain other groups immediately affected by war conditions, or munition workers, and do not include the normal peace-time activities of the co-operating organizations." (Committee of Eleven Statement to Subscribers, March, 1919.)

3. Expenditures from this money must therefore be limited to items in the A. L. A. budget of \$4,517,800, December 1, 1918, to December 31, 1919, submitted to and approved by the Committee of Eleven in March, 1919, and to items and objects in a supplemental and superseding budget presented to the Committee of Eleven on October 28, 1919.

Illustrating by particular instances, this money may not properly be used to provide books for all patients in a hospital because one or a dozen soldiers or sailors are among them, nor to engage in library extension work for a city or a county because there are ex-service men living in it. On the other hand, no effort should be spared to reach these men individually, either direct or through local libraries or other agencies.

Upon motion, it was

Voted, To spread the memorandum upon the minutes of this meeting as the sense of the Committee and to bring it to the attention of the Executive Board.

After-the-War Reading Lists

The Chairman submitted the following letter:

January 23, 1920.

Mr. J. I. Wyer, Jr.,
Chairman, War Service Committee,
Albany, N. Y.

Dear Mr. Chairman:

In 1918 the War Service Committee, at the request of the A. L. A. Publishing Board, appropriated \$1,500 toward the expenses in connection with the provision of a series of After-War-Reading Lists under the editorial supervision of Mr. J. L. Wheeler.

This money has been expended and Mr. Wheeler recently asked the Secretary to obtain, if possible, from the same source, an additional appropriation of \$550 for the same purpose.

The Publishing Board, at a meeting held January 2, 1920, voted that the War Service Committee be requested to appropriate \$550 additional for this purpose from the War Service Funds.

May I ask you to lay this request of the

*The cash actually transferred on March 8, 1920, was \$81,061.77, the difference of \$1,087.36 being interest credited to A. L. A. accounts to March 1, 1920.

Publishing Board before the War Service Committee?

Yours very truly,
G. B. UTLEY.
Executive Secretary.

After discussion, it was

Voted, That the communication be referred to the Executive Board with the suggestion that, before action on it, the Publishing Board submit to the Executive Board a report as to the progress which has been made on the After-the-War Reading Lists.

War Service Committee Report to A. L. A. and Carnegie Corporation. The Chairman brought to the attention of the Committee the necessity for preparing a third annual report to be submitted at the approaching meeting of the A. L. A., and the desirability of presenting to the Carnegie Corporation a final report, showing expenditure of its grant of \$320,000, in September, 1917, for camp library buildings. It was

Voted, That the Chairman be requested to prepare these reports and empowered, within his judgment, to put either or both into printed form.

Transfer to Executive Board.

Voted, That the War Service Committee turn over to the Executive Board of the A. L. A. its duties, responsibilities, properties, cash and securities, upon a day to be agreed upon by the Chairman of the Committee, the President of the A. L. A. and the officers of the American Security and Trust Company, and that when such transfer has been made, the duties of this Committee shall cease.

Voted, That pursuant to the foregoing action, the War Service Committee transfer to the Executive Board of the A. L. A. its duties, properties and responsibilities in connection with its work and activities, and particularly all properties, moneys and balances, either cash or securities, now standing to the credit of the First and Second War Service Funds with the American Security and Trust Company, these items more specifically set forth in the accompanying schedule:

Cash balance, First Fund.....	\$ 5,484.48
Cash balance, Second Fund, \$264,489.93 (less two grants made at this meeting—\$190,- 000)	74,489.93
Securities, First Fund—	
U. S. A. 1st Liberty Loan, 3½%, due June 15, 1947....	50.00
U. S. A. 2d Liberty Loan, 4¼%, due Nov. 15, 1942....	300.00
Securities, Second Fund—	
1st Liberty Loan, 3½%, June 15, 1947	1,150.00
1st Liberty Loan, 4%, June 15, 1947	750.00
1st Liberty Loan, 4¼%, June 15, 1947	4,000.00
2d Liberty Loan, 4%, Nov. 15, 1942	1,150.00
2d Liberty Loan, 4¼%, Nov. 15, 1942	45,100.00
3d Liberty Loan, 4¼%, Sept. 15, 1928	79,000.00
4th Liberty Loan, 4¼%, Oct. 15, 1938	77,700.00
5th Liberty Loan, 4¾%, May 20, 1923	50.00
War Savings Stamps.....	2,550.00
Thrift Stamps	35.75

It was further \$291,810.16

Voted, That the Executive Board of the A. L. A. be requested to pay such future expenses, particularly in connection with the preparation and printing of the annual report and the final report to the Carnegie Corporation, necessary travel, clerical help, etc., as may be incident to the winding up of the affairs of the War Service Committee.

And it was further

Voted, That this Committee recommend to the Executive Board that it name the Chairman of the War Service Committee to co-operate with the Executive Board in effecting the transfers contemplated and recited above and in closing up the Library War Service affairs.

Adjourned.

J. I. WYER, JR.,
Chairman.

APPENDIX A**AMERICAN LIBRARY ASSOCIATION WAR SERVICE COMMITTEE**

Total Receipts and Disbursements, Library War Service Funds,
May 31, 1919, to March 8, 1920

FIRST LIBRARY WAR SERVICE FUND

May 31, 1919, to March 8, 1920

Assets

Cash balance in American Security and Trust Company, May 31, 1919.....	\$ 52,018.29
Bonds, Second Liberty loan, par value.....	350.00

Receipts

Herbert Putnam, General Director (balance of first fund remaining in his hands at close of War service activities).....	5,084.70
Interest on Liberty Bonds.....	8.11
Interest on bank balances to March 1, 1920.....	740.80
	<hr/>
	\$58,201.90

Disbursements

Sept. 24, 1919, Loan to Committee on Enlarged Program (by direction of A. L. A. Executive Board).....	\$52,340.00
March 8, 1920, Executive Board, A. L. A. (final accounting on ceasing activi- ties) cash	5,511.90
March 8, 1920, Executive Board, A. L. A. (final accounting on ceasing activi- ties) bonds	350.00
	<hr/>
	\$58,201.90

SECOND LIBRARY WAR SERVICE FUND

Total receipts and disbursements, May 31, 1919 to March 8, 1920

Assets

Cash balance in American Security and Trust Company May 31, 1919.....	\$ 338,511.71
Liberty Bonds, Thrift and War Savings Stamps.....	190,803.75

Receipts

Received from United War Work Campaign, Inc., cash.....	805,000.00
Received from United War Work Campaign, Inc., securities.....	20,682.00
Interest on Liberty Bonds.....	4,202.65
Interest on bank balances.....	3,794.29
Treasurer A. L. A., gifts and salvage.....	15,000.00
Library War Finance Committee.....	11.22
	<hr/>
	\$1,378,005.62

Disbursements

Transfers to account Herbert Putnam, General Director.....	\$ 800,000.00
Transfers to account Carl H. Milam, General Director.....	185,000.00
Carl H. Milam, General Director, (refund of sum advanced to U. S. Navy Department)	5,000.00
U. S. Navy Department (account of Committee of Eleven).....	64,000.00
U. S. War Department (account of Committee of Eleven).....	36,970.00
March 8, 1920, Executive Board, A. L. A. (final accounting on ceasing activities) cash	75,549.87
March 8, 1920, Executive Board, A. L. A. (final accounting on ceasing activities) securities	211,485.75
	<hr/>
	\$1,378,005.62

APPENDIX B

AMERICAN LIBRARY ASSOCIATION WAR SERVICE COMMITTEE

Summary Statement of Receipts and Disbursements
17 August, 1917 to 8 March, 1920

FIRST LIBRARY WAR SERVICE FUND

17 August, 1917 to 8 March, 1920

Receipts

Subscriptions, cash	\$1,754,861.34
Subscriptions, Liberty Bonds.....	350.00
Interest on bank balances.....	8,134.92
Interest on Liberty Bonds.....	21.73
Interest on U. S. Treasury certificates.....	9,424.66
Gift for Library Building, Great Lakes Naval Training Station.....	10,000.00
	\$1,782,792.65

Disbursements

Transfers to account Herbert Putnam, General Director....	\$1,575,020.00
Less amount refunded at close of operation.....	5,084.70—
Library War Finance Committee (expenses first campaign).....	\$1,569,935.30
Library War Finance Committee (expenses second campaign).....	66,055.58
G. B. Utley, Executive Secretary (expenses general committee).....	79,063.79
Loan to Committee on Enlarged Program (by direction Executive Board).	6,000.00
Expenses before General Director took over work.....	52,340.00
Treasurer A. L. A. (After-war reading lists).....	2,036.08
Executive Board, A. L. A. (final accounting on ceasing operations) cash....	1,500.00
Executive Board, A. L. A. (final accounting on ceasing operations) bonds...	5,511.90
	350.00
	\$1,782,792.65

SECOND LIBRARY WAR SERVICE FUND

Summary Statement of Receipts and Disbursements, December 5, 1918 to March 8, 1920

Receipts

United War Work Campaign, Inc., cash.....	\$3,414,196.25
United War Work Campaign, Inc., securities.....	211,485.75
Library War Finance Committee (subscriptions to First Library War Service Fund received after it was closed on September 1, 1918).....	14,411.03
Library War Finance Committee.....	11.22
Treasurer, A. L. A., gifts and salvage.....	15,000.00
Interest on bank balances to March 1, 1920.....	3,814.29
Interest on Liberty Bonds.....	5,087.08
	\$3,664,005.62

Disbursements

Transfer to account of Herbert Putnam, General Director.....	\$3,086,000.00
Transfer to account of Carl H. Milam, General Director.....	185,000.00
Carl H. Milam, General Director (refund of sum advanced to U. S. Navy Department)	5,000.00
U. S. Navy Department (account Committee of Eleven).....	64,000.00
U. S. War Department (account Committee of Eleven).....	36,970.00
Executive Board, A. L. A. (final accounting on ceasing activities) cash.....	75,549.87
Executive Board, A. L. A. (final accounting on ceasing activities) securities	211,485.75
	\$3,664,005.62

APPENDIX C

AMERICAN LIBRARY ASSOCIATION WAR SERVICE COMMITTEE

First and Second War Service Funds, Combined Statement of Receipts and Disbursements,
August 17, 1917 to March 8, 1920

Receipts

United War Work Campaign Inc., Cash and Securities.....	\$3,625,682.00
Subscriptions to First War Service Fund, Cash and Securities.....	1,769,633.59
Interest on Bank balances.....	11,949.21
Interest on Liberty Bonds.....	5,108.81
Interest on U. S. Treasury Certificates.....	9,424.66
Gift for Library Building Great Lakes Naval Training Station.....	10,000.00
Treasurer, A. L. A., salvage.....	15,000.00
	<hr/>
	\$5,446,798.27

Disbursements

Transfer to account Herbert Putnam, General Director....	\$4,661,020.00
Less amount refunded at close of operations.....	5,084.70—
	\$4,655,935.30
Transfer to Carl H. Milam, General Director.....	185,000.00
Library War Finance Committee (expenses first campaign).....	66,055.58
Library War Finance Committee (expenses second campaign).....	79,063.79
G. B. Utley, Executive Secretary (expenses general committee).....	6,000.00
Loan to Committee on Enlarged Program (by direction Executive Board)..	52,340.00
Expenses before General Director took over work.....	2,036.08
Treasurer A. L. A. (After-war reading lists).....	1,500.00
Carl H. Milam, General Director (refund of sum advanced to U. S. Navy Department)	5,000.00
U. S. Navy Department (Account Committee of Eleven).....	64,000.00
U. S. War Department (Account Committee of Eleven).....	36,970.00
Executive Board, A. L. A. (final accounting on ceasing activities) cash and securities	292,897.52
	<hr/>
	\$5,446,798.27

APPENDIX D

AMERICAN LIBRARY ASSOCIATION WAR SERVICE COMMITTEE

Receipts and Disbursements by Herbert Putnam and Carl H. Milam, General Directors,
From Date of Inception, October 1, 1917, to March 31, 1920

Receipts

Interest on bank balances (additional to interest earned by funds of the General Committee. See Appendix C.).....	\$ 16,579.36
Grants from War Service Committee general funds.....	4,491,020.00
Carnegie fund	320,000.00
Special building fund	10,000.00
Book Campaign funds	25,000.00
	<hr/>
	\$4,862,599.36

Disbursements

Buildings and equipment:	
Buildings—Carnegie grant	\$ 278,887.51
Building equipment—Carnegie	41,112.49
Building—General fund	47,374.63
Building equipment—General	18,033.86
General equipment	176,310.36
Great Lakes Station—Buildings and equipment.....	10,000.00
Books and periodicals	2,279,582.49
	<hr/>
	\$2,851,301.34

Expenses:	
Service and subsistence	\$1,040,558.46
Supplies	236,643.59
Bookbinding	770.54
Book campaign	24,566.72
Freight and postage	107,218.76
Traveling expense	126,140.56
Unclassified	182,599.69
Packing cases	36,013.01
Rent	29,339.97
Publicity printing	420.12
	<hr/>
	1,784,271.42
Returned to Treasurer's account (See Appendix C.)	5,084.70
	<hr/>
	\$4,640,657.46
Balance on deposit with American Security and Trust Com- pany, March 31, 1920.....	\$ 153,389.83
Petty cash funds at camps, base hospitals, and overseas, March 31, 1920.....	68,552.07
	<hr/>
	\$ 221,941.90
	<hr/>
	\$4,862,599.36

APPENDIX E

EXECUTIVE SECRETARY'S CONTINGENT FUND

Receipts

Balance, May 31, 1919.....	\$1,730.54
Interest, June 30, 1919.....	21.54
Interest, December 29, 1919.....	9.30
	<hr/>
	\$1,761.38

Disbursements

War Service Committee:	
Printing	\$ 525.58
Travel	670.12
Express, telegraph and postage.....	68.59
Personal service	38.55
Enlarged Program Committee:	
Travel	255.04
Balance transferred to Treasurer, A. L. A., April 20, 1920.....	203.50
	<hr/>
	\$1,761.38

REPORTS OF COMMITTEES

REPORT OF THE COMMITTEE ON WORK WITH THE BLIND

*To the President and Members of the
American Library Association:*

Your Committee on Work with the Blind reports as follows:

Considering it most important to open up new resources for the blind in the Middle West, or to further the use of existing resources, we communicated with Dr. Arthur E. Bostwick, librarian of the St. Louis Public Library, to learn if that library could develop its department of books for the blind to cover that territory. Dr. Bostwick was very willing to do all he could, and in fact, has for some time freely extended the use of his library to the blind in surrounding states. That this fact has not fully been taken advantage of is doubtless due to the lack of publicity regarding it. The members of the committee are taking steps to divert their own Middle West borrowers to St. Louis, and it is hoped that through the advertising that will be gained by means of this report and through periodicals for the blind, a fine center for loaning books to the blind will soon be built up in St. Louis.

A new agency for the distribution of books for the blind is the Texas State Library which began this work about the first of February. Its collection so far consists only of New York Point books, but doubtless as the work grows and other types are added this library will fill a great need in the southwest. The committee offers its support, encouragement and assistance in any way possible.

Miss Goldthwaite and Miss Sawyer have acted during the year as a sub-committee to keep an up-to-date list of books actually available for purchase in Revised Braille, grade one and a half. The report of this sub-committee is appended to this report. Miss Goldthwaite has likewise served as a member of the Commission on Uniform Type for the Blind, representing libraries,

and in that capacity submits a report, which is attached.

In the early part of April a questionnaire was sent out to all libraries for the blind, asking for the latest statistics. A table showing these statistics has been made and is on file at A. L. A. headquarters. We believe that it shows a healthy growth and a keen interest among the already established libraries for the blind, and a desire to extend service to an almost limitless degree.

The chairman and the committee members have had much correspondence during the year which has resulted in many helpful suggestions. The interchange of ideas on subjects of interest to the work will bring results in ways that can scarcely be shown in a report.

In conclusion, the committee wishes to express its great appreciation of the attitude of the American Library Association toward the blind, as shown in its Enlarged Program, and especially commends its action in making it possible for libraries to have a larger collection of books in the new type for the blind—books useful for our blinded soldiers, but equally enjoyed by our larger civilian blind population.

For the Committee,
MABEL R. GILLIS,
Chairman.

April 23, 1920.

COMMISSION ON UNIFORM TYPE FOR THE BLIND REPORT OF MEMBER REPRESENTING LIBRARIES

The report of the Commission on Uniform Type for the Blind recommending the adoption of the Revised Braille, Grade one and one-half, as the uniform type for the blind of America, was accepted by the American Association of Instructors of the Blind at the Convention of June, 1918. The Commission had been enlarged to include representatives of libraries, printing presses, and home teaching societies at the Halifax Con-

vention, of July, 1916. It is of importance to note, however, that during the many years of scientific study which preceded this decision, the Uniform Type Committee was composed entirely of members without sight.

A gratifying beginning has been made in the launching of the uniform type. The embossing presses throughout the country are engaged in producing it, the annual appropriation hitherto used by the New York State Library for embossing in the New York point is now being expended for printing in the Revised Braille, and the Ziegler Magazine, with its far flung circulation, is introducing it to its readers. The Library War Service in serving the war blind, has given very opportune aid by adding materially to this reading matter.

But a large fund for the development of a body of literature in Revised Braille is necessary. The Committee on Enlarged Program, by its decision to recommend the continuation of this feature of the War Service work to the American Library Association, has given the Association an opportunity to aid in supplying these books at a time when there is great need for such assistance. It is fitting that the Association as a whole should concern itself with the production of embossed books, for the entire work of distributing this reading matter will always fall upon a comparatively small number of libraries.

LUCILLE A. GOLDTHWAITE,

Member of the Commission on Uniform Type.

REPORT OF THE SUB-COMMITTEE ON BOOKLIST OF REVISED BRAILLE

At the request of the Commission on Uniform Type for the Blind the Committee on Work with the Blind of the American Library Association has undertaken to issue, as often as may be found necessary, the Booklist of Revised Braille, Grade one and a half. Miss Laura M. Sawyer, of the Perkins Institution, and Miss Lucille A. Goldthwaite, of the New York Public Library, were appointed by the Chairman of the Committee on Work with the

Blind, as a sub-committee to do this work, following a resolution of the Commission on Uniform Type in which they were "named a committee of two to represent the Commission for the keeping of an up-to-date list of texts in Grade one and a half actually ready for purchase."

Through the co-operation of the American Library Association, two Booklists have been issued. The second list under date of April, 1920 (Vol. 1, no. 2), includes all titles to be purchased in the Revised Braille, Grade one and a half. This information has hitherto not been readily available as the embossing presses issue pricelists at infrequent intervals. The Booklist is to be somewhat simplified hereafter, as several of the items now given have been found unnecessary for its purpose.

LAURA M. SAWYER, Chairman.

LUCILLE A. GOLDTHWAITE.

REPORT OF THE COMMITTEE ON BOOK BUYING

At the informal conference of university, college and reference librarians held during the midwinter meeting of the American Library Association at Chicago, a committee was appointed to see what could be done towards completing the files of German periodicals interrupted because of the war. This committee consists of H. M. Lydenberg, J. T. Gerould and Willard Austen. The work of the committee led it naturally into the field of supply of German books as well as of periodicals. The opinion of the committee is that the present situation of the German book trade is unfortunate and that the discrimination the German book trade is attempting to force on America should be called to the attention of American librarians and that possibly some action by the American Library Association is in order.

The whole question has been referred to the Committee on Bookbuying for investigation and report.

German publishers and booksellers have advanced their prices anywhere from 100 to 1000 per cent above the pre-war rates.

A certain advance in price is unquestionably reasonable, for printing conditions and costs in Germany are more difficult even than in France and England. American librarians would not venture to fix a figure up to which they would say an advance would be reasonable and beyond which an advance would be considered unreasonable. However, it is evident to your committee that the German book trade took an unreasonable step when, not content with making these advances in price, it decided to fix the value of the mark for foreign prices of books, establishing the rate for American purchases at 9 cents to the mark in spite of the fact that the mark is quoted in this country at less than 2 cents.

Moreover, the German book trade is fixing one price for a book for Germany and a different and higher rate for foreign countries. This practice is unreasonable, unfair, stupid. A special discrimination against the United States is evident, for the prices charged American buyers are far higher than to other countries. An example is the new *Byzantinisch-Neu-Griechische Jahrbücher* to be published in Berlin and to be sold at twenty-five marks for Germany and German Austria, twenty drachmas for Greece, ten dollars for the United States, and twenty-five French francs for all other countries. Surely no American librarian should subscribe for this or any other periodical under such conditions.

Your committee recommends that the Association urge American libraries to curtail their German purchases to the absolute minimum while the German book trade continues to discriminate against America. It also recommends that the Association protest to the German Börsenverein and the Verleger Verein at their present unfair and unreasonable attitude towards American libraries.

Respectfully submitted,

FRANKLIN F. HOPPER,
CHARLES H. COMPTON,
ANNA G. HUBBARD.

REPORT OF THE BOOKBINDING COMMITTEE

The bookbinding committee is not attempting more at present than the carrying on of work outlined by the former chairman, Mr. Wheeler.

A part of this work has been the continuance of the travelling exhibit. The previous exhibit was entirely revised, much of the old material retained and some new added, the whole considerably condensed, making packing easier and transportation less expensive. This exhibit was shown for the first time at the Ohio State meeting at Youngstown, October 13-15. The work of planning the itinerary, giving the exhibit some notice in library journals, and keeping it in condition has been undertaken by Miss Wheelock. She reports requests from the following places, all of which up to the present date, April 10, have been filled:

Youngstown, Ohio; Evansville, Ind; Indianapolis, Ind.; Memphis, Tenn.; Indianapolis (2nd showing); St. Louis, Mo.; Cleveland, Ohio; Birmingham, Ala.; Atlanta, Ga.; Madison, Wis.; Colorado Springs; Laramie, Wyo.; Maine Library Commission; Augusta, Me. (State meetings); Salt Lake, Utah (N. E. A. meeting).

The demands from west and east coming so close together on the calendar have brought the suggestion that two exhibits might well be prepared and sent out.

The chairman has answered some miscellaneous questions from different parts of the country, including a request for the table prepared last year on the increased cost of labor and materials used in binding.

The piece of work now occupying the attention of the committee, but which cannot be accomplished this year, is the preparation of a booklet on the Cost and Methods of binding for schools and school libraries.

GERTRUDE STILES, Chairman.
EVERETT R. PERRY,
JUDSON T. JENNINGS,
MARY E. WHELOCK.

REPORT OF COMMITTEE ON LIBRARY TRAINING

The A. L. A. Committee on Library Training held one meeting in connection with the mid-winter meeting of the A. L. A. in Chicago, with six members present. At this meeting the question of whether there existed an A. L. A. approved list of Library Schools was presented for Committee consideration and the following resolution was passed:

RESOLVED, That pending the establishment of an A. L. A. Board of Library Training or Certification, the Committee recommends the acceptance of the standards established by the Association of American Library Schools as a basis for accrediting such schools.

It was also voted by the Committee to give its support to the plan presented to the A. L. A. in a paper by Dr. C. C. Williamson at Ashbury Park, for the creation of a National Board of Library Training or Certification.

Various phases of library training were assigned to different members of the Committee for investigation, as follows: Library Instruction in Normal Schools, Mr. Malcolm G. Wyer; Status of Library Instruction by Correspondence, Miss Clara F. Baldwin; The Cumulative Course in Library Training at Chautauqua, Miss Sarah C. N. Bogle; Summer Library Schools, Mr. Henry N. Sanborn; Training for Special Library Work in Library Schools, Miss Louise B. Krause.

The Committee presents certain information gained during the year from these investigations by various members. A statement was sought by the Committee regarding the development of plans for an advanced school for library training, which has been discussed by the American Library Institute and at other library meetings; Miss Emma V. Baldwin who has been active in the effort to establish such a school, writes:

Our plans have not progressed sufficiently for me to give you even an authoritative statement of the exact field which such a school as is under consideration would endeavor to fill; just at pres-

ent the matter is too nebulous to warrant any definite statement.

Mr. Malcolm G. Wyer reports receiving returns from about twenty of the Normal Schools in various parts of the country giving library courses. Of these only two or three institutions reported any courses beyond a short series of lectures on how to use the library. However, the emphasis being placed at the present time on school and particularly high school libraries, is influencing some normal schools to offer training in the care of such libraries.

Miss Clara F. Baldwin sought to secure information as to any correspondence courses offered by any institutions and reports the following:

University of Missouri—A course on reference books and their use, offered through the Correspondence Study Department of the University Extension Division.

University of Wisconsin—A course on library methods of teacher librarians.

University of Chicago, Correspondence Study Department—An elementary course in technical methods of library science.

These items are submitted as an effort to discover whether an acceptable course of instruction by correspondence has been offered; it is hoped that this matter may be reported upon more fully by a succeeding committee.

The Committee also includes in this report a statement regarding the plan adopted by the Chautauqua School for Librarians for a cumulative course in summer library school work, covering four summers. Miss Sarah C. N. Bogle of the Committee quotes from the printed announcement as follows:

The course of study is planned to accomplish as much as possible in each summer's work.

The Freshman class has regular courses in cataloging, classification and allied subjects, reference work, and organization.

Courses of the Sophomore group include history of libraries and book-making, book-binding, advanced cataloging, classification, and reference work. Classification and

general reference work are finished in the second summer.

The Juniors have courses in subject bibliography, school and children's work, types of libraries, cataloging and elective studies in literature and history.

Work of the Senior class includes cataloging and reference work in public documents, general and trade bibliography, administration, and work with high-school, normal-school, and college libraries.

Aside from attending lectures on the general program related to library development, special lectures are given before the classes in joint session.

Miss Downey writes:

It has seemed best not to get out a complete catalog until this coming summer, when the four summers' plans will be completed, as we have found the need of slight modifications after each group.

The investigation of Summer Library Schools, especially regarding the entrance requirements and certificates, is presented by Mr. Henry N. Sanborn in a somewhat detailed report, which is attached to and made a part of this general report. The number of summer schools seems to be diminishing, and so far as announced, only twelve institutions are offering courses for the summer of 1920. Seven of these are under the direction of colleges or universities and five are conducted by State Library Commissions. To quote from Mr. Sanborn's report:

The problems that stand out are: what should be the purpose of summer courses; is there a legitimate place for the two very evidently different purposes behind these schools; and is the profession properly served and safeguarded by these schools? The question before the A. L. A. Committee on Library Training seems not so much one of standards as one of fundamental purposes, and after the purposes are decided upon, the increasing of facilities for summer study.

The report of Miss Louise B. Krause covers a subject which has not heretofore been investigated by this Committee. She sought to gain from the graduates of library schools opinions on the advisability of giving some definite instruction in library schools in preparation for business

library work. Her questionnaire is attached hereto as a part of this report* and also the correspondence with library schools and with graduates; the tabulation of replies, conclusions and points for further discussion. These points will be read in connection with this report and Miss Krause's detailed report, which is carefully prepared and presented, is submitted for further study by those interested.

The Chairman of the Committee is fully conscious of the difficulties involved in giving continuity and value to the reports made by this Committee from year to year. The by-laws state that:

The committee shall, from time to time, investigate the whole subject of library schools and courses of study and report the results of the investigations with its recommendations.

We present the results of the investigations for this year and our recommendation is especially that the discussion of this report in the Professional Training Section may lead to certain resolutions being presented regarding topics discussed that may be carried over into next year's meeting, and thus give continuity.

Respectfully submitted,

ALICE S. TYLER, Chairman,
CLARA F. BALDWIN,
SARAH C. N. BOGLE,
GEORGE O. CARPENTER,
LOUISE B. KRAUSE,
HENRY N. SANBORN,
F. K. WALTER,
MALCOLM G. WYER.

Summer Schools

The number of summer schools giving library courses seems to be diminishing. Six schools which have recently offered summer courses offer none in 1920. These are: The North Carolina Library Commission, the University of California, The Riverside (California) Public Library, The University of Missouri, The University of

Tennessee, and The New Jersey State Commission.

Twelve institutions will offer courses in 1920: Colorado Agricultural College, Columbia University, Illinois University (2 courses), Indiana Public Library Commission, Iowa University, Michigan University, Minnesota Board of Education (formerly the Commission), New York State Library, North Carolina University, Pennsylvania Free Library Commission, Simmons College, and the Wisconsin Free Library Commission. The Summer Course at Chautauqua is not included in this report, because the course here was assigned to another member of the committee for investigation. The course at the University of North Carolina is confined to the Use of Books, and is not a regular summer course.

It is significant that of the twelve schools offering courses in 1920, seven are under the direct control of colleges or universities, and five are conducted by State Library Commissions. Only three of the courses offered are conducted by regular winter library schools. This fact as this report will show has an important influence upon the aims, entrance requirements, curricula and follow-up work of the schools.

Length of Term

Six weeks is the length of the full course offered by ten of the twelve schools. Michigan University has an eight weeks' course, and the University of Illinois in addition to its six weeks' course has an eight weeks' course giving the identical work of the first half of the junior year in the regular Library School, and open only to college graduates. The length of the course at Albany varies from year to year from three to six weeks according to the nature of the course offered. Every four or five years the school offers a general six weeks' course. Other years it offers two three weeks' courses and in 1920 it gives a four weeks' course, for school librarians only.

Entrance Requirements

No school requires examinations.

Six require full High School courses without accepting an equivalent. Michigan requires one year of college work. Minnesota requires a college degree for High School teachers. Illinois requires a college degree for entrance to the eight weeks' course. Indiana sometimes accepts those without High School graduation as special students, but grants no certificate. New York requires High School graduation of non-resident students, but not of those residing within the state. Simmons and Pennsylvania accept an equivalent for a High School course, and Colorado Agricultural College has no High School requirement, but has few students (only one last year) without such education.

Appointment to Positions

In the matter requiring students to be holding or appointed to library positions, the schools seem to differ more widely than in other entrance requirements. Generally speaking, those schools in connection with college and university libraries tend to regard the library courses on the same basis as other summer courses, and set the same requirements, simply educational, for the entrance. The purpose of these schools seems rather to offer an opportunity for those interested in library work to receive elementary instruction as an entrance to such work, than to train those actually engaged in the work for more efficient service. The schools conducted by library commissions or closely connected with them incline to place the emphasis on improving the work of those already in the service. Here is, perhaps, the most fundamental question in considering the purpose of library schools.

In particular among the college schools, Simmons and Columbia University require definite appointments to positions. Michigan, University of Iowa, Colorado Agricultural College require no appointments. The University of Illinois requires appointment for the six weeks' general course, but not for the eight weeks' course.

The commission schools, Indiana, Minnesota, New York, Pennsylvania and Wisconsin insist on the appointment requirement.

Course of Study

Details as to individual subjects and the number of hours devoted to each, it is impossible to give here. (The accompanying table shows these in detail.)* An examination of the various curricula, however, indicates a fundamental difference in the general purpose of the training offered. With reasonable accuracy, also, it may be said that the differences here are between the Library Commission point of view and that of a University, or academic institution. The Library Commission, interested by its very nature in the problems of the small public library, realizes the need of a general course, however elementary, covering all the activities of a small public library. A single lecture on accession records may be ample, but the subject must be covered. The college offering summer courses in many cultural and professional subjects has in mind the need of certain librarians for instruction in cataloging, or the use of reference books or some other individual part of the work that must be done in libraries. As a result the aim is not so much a general bird's-eye view of the field as training in one division of library science. For example, the University of Michigan offers seven distinct courses in library subjects, not all of which any one student can take in any one session of the school. Columbia University offers only four very distinct courses, of thirty periods each; one in Bibliography, one in Cataloging and Classification, one in the Administration of the School Library, and one in Indexing, Filing, and Cataloging as applied in business. Even if it were possible to take all four of these courses, the student would learn nothing of book selection, order work, lending systems, or other subjects of library administration. As the letter from

the director states the purpose is "to furnish library workers with a means for supplementing their previous study," and he might have added "experience."

On the other hand, the Indiana Library Commission and other commission schools like Wisconsin, endeavor to give some information as to all problems of library administration and practice, such as publicity, library budgets, work with schools and children, staff management, etc.

The New York State Library purposes to vary its courses from year to year so as to accomplish to some extent both of these purposes, and the University of Illinois offers two courses each summer, one a general elementary course, and the other a duplicate of part of the regular winter course.

The Indiana Commission from time to time offers a two or three weeks' course, chiefly in cataloging, for librarians who hold certificates for the general six weeks' course. The Minnesota Commission in 1920 offers a two weeks' advanced course in Book Selection. Wisconsin has at times, I believe, offered courses in the nature of an advance over the general summer course.

In the matter of practice, all schools require actual cataloging and the working out of problems. Practice in the sense of actual work in a library during the course, as would be expected on account of briefness of the course, is almost unknown. New Jersey at one time required four hours weekly work in the public library, and Illinois in its advanced course requires forty hours of actual cataloging in the University Library.

Six schools, all with the exception of Simmons Commission schools, report some visiting for observation of nearby libraries, or other libraries than the one with which the school is connected.

In the length of the recitation or lecture period, there is little variance. Seven of the twelve report fifty minutes, two forty-five minutes, one fifty-five minutes, and one sixty minute periods.

*Table on file at A. L. A. Headquarters.

Teaching Staff

In the number of instructors the schools vary from one to nine. Four instructors seems the average. An instructor for every eight to twelve students is about the average. The replies to this part of the questionnaire show different understandings of the question, but the replies show in the main that if, for example, a school has thirty-five students, there will be three or four instructors. This does not mean that eight or twelve students will be instructed at one time. The whole thirty-five may have their cataloging lectures together. It does signify that as the number of students increases, the instructors tend to restrict their teaching to fewer subjects.

Reports seem to show that in the matter of education, special training, and experience, the instructors are well qualified for their work.

Physical Equipment

The physical equipment of the schools, judged from the reports, seems almost entirely adequate. Only one school (Columbia University) reports that it has no study room equipped with desks or tables for each student. Only two schools report that they do not have separate recitation rooms. One of these holds its lectures in the study room in the mornings and leaves the afternoon free for preparation. If the class is treated as a unit in all recitations, there seems little if any disadvantage in this method.

Eight schools report special book collections illustrating problems of cataloging and other technical subjects. Two report small or partial collections. Two schools, Indiana and Wisconsin, report special reference collections of 160 and 600 volumes respectively. As all of the schools, except Wisconsin and New York, which are connected with a public and large state library respectively, are conducted at colleges or universities having from 30,000 to 550,000 volumes, it seems almost unquestionable that the reference collections are all more than adequate for the work of the elementary reference work taught in summer schools.

Certification

There appear to be three ways of crediting a student for work done; pass cards for each course, certificates for the whole course, and, what is perhaps only a variation of the first method, a statement by the registrar of the university or college of the grades and standing in each course. The Commission schools are the ones which issue certificates for the whole course. This emphasizes the difference in purpose, noted above, between the Commission and the University Schools.

Most schools issue the credits or certificates immediately upon the completion of the course. Indiana alone invariably withholds the certificate until the student has done successful library work for one year. Simmons and Wisconsin sometimes withhold credits for one year. Minnesota to its students in the teachers' courses, issues certificates for a limited time, subject to renewal.

Follow-Up Work

Withholding a certificate for a definite period of approved service necessitates systematic following up of the work of the student. Such supervision can only be given by schools conducted by library commissions maintaining library visitors. The University Schools are primarily not interested in the quality of service in the state, but in the work done in the university.

Here seems the very heart of the difference in purpose and method of the two types of summer schools. The Library Commission exists to improve public library service in its state. To do this, it establishes summer library courses. It sets requirements to safeguard these interests by insisting, for instance, that every student shall actually be engaged in or appointed to a definite paying library position before entrance.

It is concerned further than the completion of the summer course, for good students often make poor librarians. It, accordingly, follows as carefully as possible the work of the student after the period

of instruction. Its summer course is merely a means to an end.

The college offering library instruction is interested primarily in a subject for study. It recognizes the need of such instruction and the demand for it, but the college has no ulterior motive in any definite field. So it aims not so much at comprehensiveness and follow-up work as at special instruction in some phases of library science. Whether a student has a definite appointment, or even whether the student takes up library work at all, is not of vital importance.

These two points of view are not antagonistic once they are understood, and it seems reasonable to grant that they both are justifiable. The commission worker, the regular library schools, and the larger public libraries see here a possible danger that the academic summer library courses may bring into library work persons not adapted to the work, and with only an elementary and perhaps theoretical course of instruction.

In line with this same variance in purpose is a difference in attitude toward the summer school as a preparation for a longer course in a regular school. Mr. Bishop of Michigan, in his correspondence, states that he considers this a very important function of the summer school and one which will undoubtedly increase in practice. Iowa and Wisconsin report that they discourage such an attitude and Wisconsin states that actual experience is considered better introduction to a regular library school course. Nearly all of the schools, however, report that some of their students have become enough interested in library work to go on to library school later.

The general result of this incomplete survey of summer courses seems to show that, in quality of instruction and physical equipment in the few existing schools, there is not much ground for serious criticism.

The problems that stand out are: what should be the purpose of summer courses; is there a legitimate place for the two very

evidently different purposes behind these schools; and is the profession properly served and safeguarded by these schools. The question before the A. L. A. Committee on Library Training seems not so much one of standards as one of fundamental purposes, and after the purposes are decided upon, the increasing of facilities for summer study.

Respectfully submitted,

HENRY N. SANBORN,
Member of A. L. A. Committee
on Library Training.

REPORT OF THE COMMITTEE ON PUBLIC DOCUMENTS

There is every prospect that the new Printing Bill H. R. 8362 (see also the Report of the House Committee on Printing submitted by Mr. Kiess, 66th Cong. 1st sess. Rept. no. 227) will be enacted into law. The bill represents a selection of provisions of previous bills and covers congressional printing and distribution, including of course distribution to depositories. The discontinuance of certain publications for congressional distribution does not mean that libraries are to be absolutely deprived of these but that the distribution will be through some other channel. This may at first work to some inconvenience to certain libraries but the economy resulting cannot be questioned. The only publication actually discontinued is *The Annual abridgment of messages and documents*.

Besides the discontinuance resulting from the elimination of certain publications from the Congressional distribution the only other discontinuations embodied in the bill are the elimination of duplicate copies of publications sent to depository libraries, and the discontinuance of the geological depositories, and the Patent Gazette depositories.

Mr. Carter, the Clerk of the Joint Committee on printing, has in active preparation a series of Regulations to carry out the provisions of the act. It is expected that a tentative draft of these will be available for discussion at the Documents

Round Table at Colorado Springs and as far as the law will permit any suggestions from librarians will be embodied in the final Regulations. It is the desire of the Joint Committee on Printing to meet the wishes of librarians as far as possible. The Committee recognizes that the distribution to libraries is the best possible distribution of public documents. The one which insures the greatest care in their preservation and the widest possible use.

H. H. B. MEYER,

Chairman Committee on Public Documents.

REPORT OF PUBLICITY COMMITTEE

The report of the Publicity Committee for last year made definite recommendations for A. L. A. publicity, recommendations which later were incorporated with little variation in the report of the committee on Enlarged Program. These recommendations will stand today with slight changes suggested by the wide publicity for libraries in connection with the Enlarged Program. This publicity carried on intensively for a short period will be most useful in establishing a policy and basis of operation for a permanent publicity department under the Enlarged Program.

Following the completion of the appeal for funds, a complete report should be made to the Association on publicity but it is well at this time to make this preliminary report so that it may be in the hands of the members previous to the annual meeting. The Chairman of the Committee has been in New York since November, 1919, and has had from time to time the benefit of the advice and suggestions of other members of the Committee. If this should seem largely a personal report of the Chairman, the explanation is that early in the year after consulting other members of the Committee it was decided that rather than to divide the Committee into various subcommittees it would be better this year to devote all efforts to getting the maximum amount of publicity for the Enlarged Program, especially locally, upon the part of

individual members of the Committee. There has been one meeting of the Committee held in Chicago at the Midyear Conference at which Mr. J. Ray Johnson, Publicity Director of the "Books for Everybody" fund, presented his plan of publicity.

In drawing conclusions for permanent publicity based on the "Books for Everybody" movement, it is well to keep in mind that it is necessary on account of lack of time to use certain methods which a permanent publicity department would not need to employ except perhaps to meet special needs of certain localities. It also may be noted that it probably will be easier to get publicity when the matter of calling for funds is not involved. It has, however, been surprising to us all, including professional publicity men, to see how easily publicity for libraries can be obtained. Part of this is due to the fact that there is now a nationwide realization of the lack of adequate educational facilities and the public library is fast coming into its own in being recognized as a part of public education. A brief statement of things accomplished with recommendations as to future procedure and policy are given herewith:

(1)—Publicity Material

Publicity material and human interest stories have been collected from all parts of the country in answer to a "Call for Munitions" published in library periodicals, and personal letters to librarians. Articles which lend themselves to publicity were clipped from library periodicals and other publications. This publicity material was gotten together hurriedly and will need to be greatly enlarged, especially more material with definite, concrete information, statistics, etc. In fact, in carrying on publicity for the Enlarged Program we have realized that the dearth of such statistics is most evident, especially those which are readily obtainable.

It is recommended that the Publicity Department under the Enlarged Program make an effort to collect library publicity

material and compile statistics which will be available not only for the A. L. A. headquarters but all librarians.

(2)—Picture Collection

A start has been made in getting together a collection of pictures suitable for magazine and newspaper reproduction. Librarians have sent in many pictures, but it is found that a rather large proportion of them are not suitable for reproduction. It was necessary, accordingly, to have a photographer go out and take pictures which could be used. The pictures sent by librarians were suitable for exhibition purposes but they were usually of too large groups to be used as magazine illustrations.

It is recommended that the collection of pictures be constantly added to so that there may always be new subjects to provide to magazine publishers.

(3)—Magazine Publicity

Only an incomplete report on magazine publicity in connection with the Enlarged Program can be made at this time. However, enough has been done to show that space can be obtained for library articles in the magazines of wide national circulation as well as in hundreds of technical journals, trade periodicals, farm journals and house organs. The following are some of the magazines which have printed or accepted articles dealing with libraries and the Enlarged Program. With a few exceptions these were placed through the direct efforts of A. L. A. representatives.

American City
American Druggist
American Lumberman
American Machinist
Arts & Decoration
Billboard
Bookman
Boiler Makers & Iron Shipbuilders
Journal
Business Philosopher
Christian Herald
Christian Endeavor World
Cleaners & Dyers Review
Daily Drivers' Telegram
Decorative Furniture
Drama
Dramatic Mirror

Drygoods Economist
Drygoods Guide
Electrical Merchandising
Engineering & Contracting
Exhibitors' Herald
Erie Railroad Magazine
Exhibitors Trade Review
Factory
Farmer & Breeder
General Federation Magazine
Good Housekeeping
Gulf Marine Register
Hospital Management
Independent
India Rubber World
Inland Merchant
Jewelers' Circular
Journal of Education
Lace & Embroidery Review
Leslie's Weekly
McCall's Magazine
Magazine of Wall Street
Marine Journal
Metropolitan
Mining & Scientific Press
National Marine
Nautical Gazette
Ohio Farmer
Orange Judd Farmer
Outlook
Photo-Play Journal
Poet Lore
Power
Publishers' Weekly
Red Cross Magazine
Review
Review of Reviews
Rural Manhood
Rural New Yorker
Saturday Evening Post
Scribner's (Point of View)
Seaman's Journal
Shipping
Social Service Review
Survey
System
Sweater News
Underwear & Hosiery Review
Woman's Weekly, Chicago

The most interesting and perhaps most useful piece of work in connection with magazine publicity was done by a group of librarians from various parts of the country who came to New York for a short time in December and interviewed publishers, editors and writers. Connections were made at that time which have brought splendid results in publicity for the Enlarged Program and will, without doubt, have much permanent value in

continued publicity for libraries. Authors were found to be interested, sympathetic and very appreciative of the kind of material which we had on hand to supply them. The continuing of personal relations with authors and publishers and arranging with them from time to time for articles will be possible. Such articles as Miss Ida Tarbell's "Industrial Library Work," Miss Mullett's "Survey of Reading Tastes" for the American Magazine, and Mr. F. S. Bigelow's editorial article for the Saturday Evening Post, are examples of what can be done along this line.

It is recommended that a Magazine Division be maintained by the Publicity Department under the Enlarged Program and that sufficient staff be employed to keep a constant stream of articles going to magazines. This will not need to be a large staff as syndicated articles will in many cases be accepted by class, trade and farm journals. It has been found, however, that it is possible often to localize stories in farm journals so that they may be of definite help in a district in which any certain periodical circulates. For example, an article was written for a farm journal which circulates widely in a state in which the Library Commission is making an effort for the extension of the county library system.

(4)—Newspaper Publicity

Up to April first 2,000 to 2,500 newspaper clippings on the Enlarged Program have been received. No clipping bureau sends in more than a very small proportion of articles printed, the most liberal estimates being that not more than ten per cent are thus obtained. It is probable that there have been at least 20,000 articles in newspapers in the United States on the Enlarged Program. These articles are in many cases one-half column or more. From the beginning of the campaign we have recognized that localized publicity would be much more effective than national releases sent from headquarters. The localized publicity bureau has been able to get exceedingly good re-

sults by taking advantage of library meetings, trustees' conferences and all other events which could in any way be localized.

One of the most interesting developments has been the request for copy for newspaper releases which could be used locally. The Secretary of the Library Commission in a Middle Western state has reported results from articles sent her which she released to the newspapers of the state in efforts to arouse interest in the extension of county libraries. One of these releases, for example, got one-half column space in one of our largest metropolitan dailies.

It is recommended that permanent newspaper publicity be mainly devoted to newspaper releases of localized interest, being in many cases sent out through state agencies or local libraries. Occasionally, however, library news of national significance should be sent out from national headquarters. Plates and mats could be used if necessary to meet special needs in a certain state or locality when a campaign of library publicity was being carried on to bring about library legislation or increased appropriation.

(5)—Exhibits

Numerous requests for library exhibits have come to the association. Exhibits have been prepared for the National Conference of Social Workers, held in New Orleans, for the National Marine Show put on by the National Marine League and the meeting of the National Tuberculosis Association. An exhibit for associated advertising clubs to be sent to various cities throughout the country has been prepared by the Newark Public Library for the A. L. A. A number of other requests for exhibits have also been received, especially from Library Commissions for library meetings within their states.

It is recommended that a small but comprehensive exhibit be prepared with pictures, charts, library advertising, etc., and that this exhibit be duplicated in

part or as a whole to meet the various needs for meetings of national state and local associations and organizations.

(6)—Leaflets and Other Publicity Material

Requests have come from communities in states without library commissions for help in obtaining state legislation and in establishing libraries.

It is recommended that under the Enlarged Program the A. L. A. prepare additional leaflets and other material which could be used in library campaigns locally. This material would not in most cases be sent out as A. L. A. publicity material but as coming from local and state organizations.

(7)—Clearing House for Publicity

It is recommended that constant effort be made to get librarians to send headquarters samples of their publicity material and clippings from their local papers in order that no good work in one locality may be lost to the profession as a whole.

The following is recommended as a general policy for the Publicity Department of the A. L. A. under the Enlarged Program:

1. That we take advantage of the start in general publicity that we have made during our appeal for funds, gathering from that experience the information which will be useful to us in the future; obtain mailing list of newspapers, magazines, etc., from our publicity director; and keep the work going if possible without a break in the various channels.

2. That we obtain from the various committees of the A. L. A. definite recommendations as to publicity for the work in which they, as committees, are especially interested.

3. That close co-operation be immediately established after the launching of the Enlarged Program between the Library War Service, A. L. A. Headquarters (as it now stands in Chicago), the A. L. A. Book List, the Publishing Board and the various other branches of A. L. A. work; to the end that the publicity features shall be handled effectively and economically by the Association as a whole.

4. That the Publicity Committee be considered as the advisory committee to

the head of the publicity department in the A. L. A. administrative office and that the publicity committees of Special Libraries Association and other associations and groups of librarians be asked to give advice and suggestions and be helped as much as possible by the A. L. A. publicity department.

Respectfully submitted,

C. H. COMPTON, Chairman.

LOUIS J. BAILEY,

JOHN COTTON DANA,

MRS. ELIZABETH CLAYPOOL EARL,

HERBERT S. HIRSHBERG,

MARION HUMBLE,

WILLIAM F. YUST,

SAMUEL H. RANCK,

MILTON W. MEYER,

CARL H. MILAM,

PAUL M. PAINE,

FORREST B. SPAULDING,

JOSEPH L. WHEELER,

W. H. KERR,

CHARLES E. RUSH.

SPECIAL COMMITTEES, 1919-1920

REPORT OF COMMITTEE TO ASSIST IN REVISION OF ADAMS' MANUAL OF HISTORICAL LITERATURE

The Committee to assist in Revision of Adams' Manual of Historical Literature has been in active touch with the committee of the American Historical Association. The plan worked out by the latter committee is as follows:

"C. K. Adams' Manual. At the suggestion of the American Library Association, the American Historical Association has appointed a committee to replace the Manual of Historical Literature prepared by Charles Kendall Adams and published in 1882 by Harpers (third edition). The work of Adams was divided into thirteen chapters besides the introduction, and contained criticisms varying in length from one hundred to three hundred words on about 970 titles. In addition there were appended to each chapter a few pages of suggestions to students and readers, in which courses of reading were outlined with a considerable number of additional

titles mentioned, sometimes with a few words of comment.

"Purpose of the New Manual. The public to which this book will be addressed will include primarily public libraries and high schools and academies with their teachers of history. The book is to be prepared by experts in a thoroughly scholarly manner, but intended for distinctly popular use. The selection of titles and the character of the comments will, in considerable measure, be determined by the nature of the public addressed. The volume will also have its value for the scholar who wishes guidance in fields other than his own.

"As the volume will serve for guidance to public libraries in their purchases of works in history, an arrangement will be made to suggest selected lists for libraries adapted to their size and resources. Assuming that the large libraries will have or purchase nearly all the works reviewed, about forty to fifty per cent of the titles will be marked by an asterisk as desirable for libraries of moderate size, and about twenty to twenty-five per cent of the titles will be marked by a double asterisk as desirable for the smaller libraries.

"Content of New Manual. Owing to the lapse of time since the final edition of Adams' work it is practically necessary to abandon his list of titles and to prepare an entirely new list. Further, the events of the past half century and the expansion of historical activities have made necessary chapters on numerous topics not included by Adams. The committee proposes a list of twenty-six chapters dealing with from twenty-five to one hundred titles each, in accordance with the importance of the subject concerned, giving a total of about thirteen hundred titles. In large measure, the selection will be made from works now on the market or generally available. These titles are to be entirely of publications in English which have appeared within the last fifty years (1870-1920 inclusive) or have appeared in English translation or in a new edition

within that period. To these there will be devoted comments varying from one hundred to three hundred words with a preference for the shorter comments, the longer comments being usually reserved for those books whose contents require some detailed outline because the title is not sufficiently indicative thereof.

"Each chapter will usually include, in addition to this major list, a list of a few titles of standard English works which have not been reprinted within the last fifty years and also of outstanding works in French and German. To titles in these classes comments of from twenty to fifty words will be appended. In the case of a few chapters relating to specific countries which are represented in the American population by a considerable body of immigrants, a few titles of books in the language of the country will be added with similar brief comments.

"To each chapter there will be added a somewhat brief section of suggestions to students and readers, which shall refer primarily to the titles included in the chapters rather than being devoted to outlining detailed courses of reading or citing additional titles.

"Method of Preparation. Each chapter will be assigned to an expert in the field concerned, who will act as chapter editor. He will assume primary responsibility for selecting the titles which will be submitted to a selected list of librarians and other scholars in the field for criticism and additional suggestions on the basis of which the chapter editor will prepare his final list. The chapter editor will then distribute the titles of works in his chapters among a considerable group of other scholars to prepare the comments which will be revised and harmonized by the chapter editor. The chapter editor will also be expected to prepare the section on suggestions to readers and students. The arrangement of titles under each chapter should probably be a partially chronological order under sub-headings, the French and German and older English works being interspersed in their proper

order among the English of recent date to which the major comments are given.

"The work as a whole will be under the direction of a committee of the American Historical Association, which will pass finally upon the lists to be included in the several chapters and will edit the work as a whole."

The committee of the American Library Association has assisted in the above plan and agreed to all of the above propositions. It has also supplied a list of librarians to whom the titles are sent for approval, and has agreed that any financial returns shall be held by the A. H. A. as a fund for bibliographical research.

A. H. SHEARER, Chairman.
H. H. B. MEYER.

REPORT OF THE COMMITTEE ON CATALOG RULES

Circumstances have made it impossible for the Committee on Catalog Rules to meet since the Asbury Park Conference. Sub-committees have worked diligently on the rules for the cataloging of prints and the cataloging of incunabula. These rules are not yet ready for provisional publication.

The Committee has prepared the following rules for the cataloging of music, which it desires to submit to the Association for comment and criticism. They are announced as provisional merely, but are the result of much work on the part of the sub-committee, consisting of Miss Mann and Mr. Moth. The rule for the entry of librettos has not been definitely adopted by the Committee as a whole. It is printed with the expectation that it will draw out comment and discussion. Before their final adoption they will be submitted to the British Committee on Catalog Rules appointed by the Library Association.

RULES FOR CATALOGING OF MUSICAL SCORES

AUTHOR

(1) Enter musical scores under composer as author, with added entry under editor, reviewer, or arranger.

(2) *Librettos*. Make two entries for librettos, one under the composer and another under the librettist.

(3) *Variations*. Enter variations under the composer of the variations, with added entry under the composer of the original theme or themes.

Example:

Heller, Stephen.

Variations sur un thème de Beethoven (Andante de la Sonate, Op. 57) pour piano par Stephen Heller. Op. 133.

Added entry: Beethoven, Ludwig van.

TITLE

(4) If title-page is insufficient or misleading, use cover-title or caption-title, whichever contains the better description of the work; or, if necessary, make a composite title from these sources.

(5) *Arrangement*. If arrangement of music is not mentioned on the title-page, give this information in a note, as: Piano arrangement. Score for a reduced orchestra. Full orchestral score, etc.

(6) *Key*. Give key as part of the title. If the key is not given on the title-page, but in cover-title, caption-title, etc., add it in brackets, if of importance for identification of the work. If it is found only by examination of the score, omit.

Example:

Beethoven, Ludwig van.

Ouverture no. 2 C. dur für grosses Orchester zu der Oper Leonore.

(7) *Language*. In cataloging vocal music, give in a note name of language or languages of text, if not indicated by the title.

(8) *Operas, Oratorios, etc.* In cataloging operas, oratorios and cantatas, etc., choose a common title for those scores where two or more entries are necessary for different words accompanying the same music either as title or text. Many editions of the same work published in different languages, or translated into English under different titles, should be thus grouped together under title of the original work. (*Allen Brown Catalogue, Boston: adopted by Committee.*)

In choosing this title, give preference to the language used by the composer.

Enclose the chosen title in brackets and follow it by the title as given on the title-page.

Example:

Wagner, Richard.

[Die Walküre.] The Valkyrie; English translation by Frederick Jameson.

[Die Walküre.] Walkürenritt. Orchesterpartitur.

Make cross-references from the full title of the opera, oratorio and other choral works, and all translations of this title to the name of the composer.

Examples:

Leonore, Opera.

For the music, see Beethoven, Ludwig van:

Fidelio.

Fidelio, Opera.

For the music, see Beethoven, Ludwig van:

Fidelio.

(9) *Opus Number.* If the opus number is not given on title-page, ascertain it, if possible, and give it in brackets.

(10) *Music in Parts.* In cataloging music in parts: Duets, trios, quartets, etc., state in a note the kind and number of instruments included.

Example:

Haydn, Franz Joseph.

Collection des quatuors originaux.

Violin I and II, viola and violoncello in parts.

(11) *Symphonics.* Use number instead of name of titles of symphonies, and refer from the name of the title used.

Example:

Haydn, Franz Joseph.

Symphony no. 6 [Surprise symphony.]

Haydn, Franz Joseph.

Surprise symphony. See his symphony no. 6.

PLATE NUMBER

(12) *Register or Plate Number.* Give plate number in note.

Example:

Gounod, Charles François.

Deuxième symphonie en Mi bémol. Paris. Choudens [1869] i p.l., 251 p 4°. Publ. pl. no. A.C. 248.

The register or plate-number is found at the foot of a page of music, and often on the title-page as well. It should be given in its entirety as a separate item. It offers excellent aid in dating music scores, as these numbers are usually assigned in regular order.

If a work consists of numerous parts or fascicles marked with different plate-numbers, state in a note the lowest and the highest plate-number.

Example:

Note pl. no. (lowest) 13289 (highest) 13563.

If plate-numbers of two publishers are merged in one, mention this fact in a note.

Example:

Volkman, Friedrich Robert.

Serenaden für Streich-Orchester...Op. 62 in C dur. Partitur. Mainz: B. Schott's Söhne, ca. 1880.

Pl. no. G.H. 56, 22746. First published in 1870 by Heckenast of Pressburg. G.H. 56 is Heckenast's plate-number and 22746 is that of Schott's Söhne.

The Committee has prepared additional rules which it hopes to submit to the Association. In the meantime its members are ready to give advice as to the interpretation of the existing code adopted by the British and American Library Associations.

There appears to be a movement on foot in Great Britain for somewhat extended revision of the code of catalog rules. The British Committee desires the cooperation of the American Committee, and we hope to work together as successfully as our predecessors of fifteen years ago.

Respectfully submitted for the Committee,

WM. W. BISHOP.

Chairman.

REPORT OF DECIMAL CLASSIFICATION ADVISORY COMMITTEE

The Chairman reports that the Committee has had several matters brought be-

fore it, the most important of which is now under discussion, namely, the revision of the 900's to provide separate places for the new independent nations of Europe and Asia and the various changes required by the peace at Versailles. Another matter before it is the question of the provision of a place for eugenics. These are to be brought before the Committee at its next meeting in Colorado Springs, and meanwhile the Chairman

would welcome any suggestions from members of the Association interested.

The Committee has met with a serious loss in the sudden death of its secretary. Mr. Flagg gave to the work his earnest and careful attention, and the Chairman feels that he speaks for the whole Committee in expressing not only their regret at the loss of an efficient secretary, but their personal sorrow as well.

C. W. ANDREWS, Chairman.

REPORT OF THE COMMITTEE ON AN ENLARGED PROGRAM FOR AMERICAN LIBRARY SERVICE

Restatement of the A. L. A. Enlarged Program and Budget, Submitted by the Joint Committee and Adopted by the Association at Colorado Springs, June 7, 1920

The Executive Board at its meeting in Atlantic City on April 30, 1920,

Voted, that a joint committee be appointed to consist of the Committee on Enlarged Program and the four persons named (Messrs. Montgomery, Craver, Sanborn and Bailey)* or any other four persons they may select, to examine and review the Enlarged Program in the light of the first resolution accompanying the letter of March 31, 1920; this joint committee to make a report with recommendations in season for action by the conference at Colorado Springs before its final adjournment.

The Joint Committee at its meeting in New York on May 17, 1920,

Voted, that the Joint Committee adopt as its recommendation to the A. L. A. as a basis for the guidance of the Executive Board in carrying out the Enlarged Program the following restatement and tentative budget which are the result of its careful review of the whole plan at its meeting on May 17, 1920.

W. N. C. CARLTON, Chairman.
CLARA F. BALDWIN,
CHARLES F. D. BELDEN,
WALTER L. BROWN,
GEORGE S. GODARD,
FREDERICK C. HICKS,

GRACE E. KINGSLAND,
GEORGE W. LEE,
CARL H. MILAM,
MRS. HARRIET P. SAWYER,
WILLIAM R. WATSON,
CAROLINE WEBSTER,
C. C. WILLIAMSON.

GENERAL STATEMENT

It is expected that each of the important divisions of the Enlarged Program, as outlined, will become, for administrative purposes, a department at American Library Association Headquarters. An experienced person will be put in charge of each department and be responsible for collecting and keeping up to date all available information on the practice and progress in that field throughout the United States and elsewhere. Such information will be immediately available free of charge to all librarians, library trustees and others interested.

Each head of department will be expected to keep before the public the current activities in his field and also the desirability or need of further development in that field. This will be done in cooperation with the publicity department and other agencies, through magazine and newspaper publicity, through addresses at national conferences of all sorts and by

*These were the four signers of the letter of March 31, who were present at Atlantic City.

furnishing speakers for state conferences when officially requested, and by providing help to meet special conditions.

The various committees of the A. L. A. will be expected to serve in an advisory capacity to the heads of departments in each special field. For example, the librarian in charge of the work for institutional libraries would become—to a very large extent, at least—the full time official representative of the A. L. A. Committee on "Library Work in Hospitals, Charitable and Correctional Institutions," and the person in charge of publicity would in effect be carrying out the wishes of the Publicity Committee.

For administrative purposes, in a number of cases, two or more divisions of the work as at present outlined, may be combined into one department. In such cases, if committees are available for each branch of the work, the head of the department would be the representative of two or more committees. The head of the department of Library Extension and his assistants, for example, would expect the advice and co-operation of the Executive Committee of the League of Library Commissions, the Committee on Education, the officers of the Children's Librarians' Section, etc.

The heads of departments will at the same time be responsible to the Secretary of the Association and through him to the Executive Board, and the Committees will continue their present relation to the Executive Board, the Council and the Association. Under such an arrangement it may reasonably be expected that the Association, through its committees and its headquarters organizations, can accomplish its work much more effectively than has heretofore been possible.

The Survey will be conducted by the Committee of Five on Library Service presumably without the establishment of a special department at Headquarters, but always, of course, having at its disposal the aid and assistance of the Headquarters staff.

It is expected that the A. L. A. will al-

ways act through existing library agencies and that it will make every effort to have work that has been started by the Association taken over by governmental or other appropriate agencies and put on a permanent basis.

It will not attempt to do everything in the first few months nor even in the first year, and in no case will it expend money until it can do so wisely.

Below are brief statements indicating in general the fields of work that are to be covered under the Enlarged Program. These are, of course, subject to modification by the Association from time to time.

LIBRARY EXTENSION

PROMOTION OF LEGISLATION AND ADEQUATE
APPROPRIATIONS FOR STATE, MUNICIPAL,
COUNTY AND SCHOOL LIBRARY WORK
AND WORK WITH CHILDREN

Budget estimate, three years, \$165,000.

Facts now at hand in the U. S. Bureau of Education show that counting every small collection of books that calls itself a public library only 40% of the people of the United States have direct access to public libraries. The 60% not having access to libraries include most of the rural population.

Over half the population of the United States live outside the limits of cities and towns and are therefore outside the limits of the supply of reading matter, which is now fairly accessible to most urban residents. Of the 48 states, thirty are now rendering library service to less than 50 per cent of their population, six to less than 10 per cent and one to less than 2 per cent. Only 794, or 27 per cent of the 2,964 counties in the United States, have within their borders any one library of 5,000 volumes or more.

To get reading matter into the hands of this large part of our rural population, and to extend effectively municipal library service to all classes in the community, is the problem. Through organization and a sustained campaign of publicity, public sentiment can be created which will have

not only a direct bearing on the financial support of existing libraries throughout the country but will also arouse a demand for new libraries.

One of the most necessary fields for A. L. A. activity today is to render aid to the states without library commissions, of which there are eleven. The A. L. A. upon request should assist in securing needed legislation. Advice through field workers and from Headquarters should be given, upon request, on all phases of library development and practice, including the establishment and reorganization of libraries and erection of library buildings.

A State Federation of Women's Clubs in a southern state is now urging the A. L. A. to send at A. L. A. expense a representative to assist in the passage of a library commission law, but there is no money for the purpose. A Divisional Educational Director of the Red Cross has requested that we work out for him a course to be given at the summer schools of three universities in connection with their social service courses—something that will give to the men and women who are taking the course an idea of the opportunities for service in library work and the importance of a library in a county development.

One of the greatest opportunities for library extension is through further library development in schools: It is important to discover and publish facts about attainable standards, methods for measuring equipment, etc., in school libraries; also facts designed to interest educational administrators; co-operate with educational associations; and help to co-ordinate all educational library work; give information by correspondence and in the field about school library organization, equipment, administration and use of books to librarians, principals, superintendents and school boards and to prepare and publish standardized syllabi for teaching the use of the library in all grades.

The A. L. A. should give greater attention than heretofore to the improvement of the literature made accessible to children; make arrangements for specific pro-

motion of this work, promote the development of children's departments in libraries, and give special help in the selection of books in those departments.

Dr. P. P. Claxton, Commissioner of Education, suggests that the A. L. A. assist the development of the county library idea, and promote the necessary legislation to carry on such work.

The A. L. A., in co-operation with the United States Bureau of Education, and with the various other organizations interested in civic and educational affairs, should conduct an intensive publicity campaign to create interest in county libraries to the end that the state legislatures, scheduled to meet in 1921, shall be prepared to receive sympathetically any recommendations on this subject made by the people of the state, and with the further purpose of arousing rural communities to take advantage of legislation where it has already been provided.

The A. L. A. should continue actively to foster in every legitimate way the further development and generous support of municipal, county and other public libraries.

WORK WITH THE FOREIGN BORN AND PREPARATION FOR CITIZENSHIP

Budget estimate, three years, \$60,000.

There are approximately 15,000,000 foreign born in the United States. More than 6,000,000 of them cannot speak or read the language of America. More than 3,500,000 are men of voting age, but not citizens. More than 1,500,000 are illiterate.

The library's demonstrated success of a friendly, helpful and sympathetic approach to our new Americans reveals a vital field of national service. In this field of patriotic, adult education, it is estimated that more than 800 public libraries are already interested and more than 300 are active.

To give power and efficient direction to this work with the foreign born, promoting education and good citizenship, teaching American history, traditions and ideals through the best books and papers in foreign languages and through the simplest

and most appealing books in English, the following program of work for the American Library Association is suggested to meet proved needs:

1. The employment of some one experienced person (with the approval of the Committee on Work with the Foreign Born) to undertake the direction of the work with the Committee and to be responsible to the Secretary and Executive Board.

2. The creation of a Department to collect and distribute all available information about library service in this field; to act as a bureau of exchange of information between libraries; to list carefully all libraries active in this work and to tabulate their interests, especially with regard to the different national groups they serve, and to learn the directions in which they would be willing to assist other libraries. It should also collect and make available for use practical information about the activities of all other organizations working in this field, keep such information up to date and indicate the co-operation that such organizations could give libraries.

3. This Department should collect information about the need of libraries for books, pamphlets, reading courses, simplified methods, etc., and make these needs known.

4. In co-operation with the Publicity Department, it should also undertake a sustained publicity campaign:

- (a) Of information and suggestions to librarians, especially in smaller communities, that they may be stimulated to undertake more active work with the foreign born. This should include exhibits, talks and articles.

- (b) Of information and suggestions to the general public, as well as to the foreign born, in newspapers and magazines in English and foreign languages on the use of books and libraries as sources of information and education as well as recreation.

For its success, such work with the foreign born, as is here indicated, should be

closely associated with an aggressive campaign to promote the reading of books that will make our native born better citizens.

ADULT SELF-EDUCATION

THROUGH BOOKLISTS, READING COURSES, BOOK PUBLICITY

Budget estimate, three years, \$45,000.

To promote the education of adults the Association will co-operate in the preparation of reading and study courses which may be pursued by any person who has access to a library or who can purchase books.

These courses should eventually cover all the leading vocations, American and European history, citizenship, public health, politics, government and the various phases of literature, science, art and technology. *They must be, above all, interesting.* They must tell enough of the subject and in such an interesting way as to entice the prospective student to start the course of reading, and they must be so prepared as to keep him at it, for there is nothing compulsory in the scheme. A man may start a course today, and feel no *obligation* to continue it tomorrow. There will be nothing but the student's ambition and the interest engendered in the subject itself, in its several steps to make him continue it. *The course must therefore be prepared in such a way as to prove its value* to him at every turn.

The courses will be prepared by experts in co-operation with librarians who are especially familiar with the subject. They can be distributed through libraries, schools, professional and trade organizations and otherwise. Interest in the courses can be aroused by a sustained publicity and educational campaign in every part of the country, through the press, the moving picture theatres, through lectures and sermons—all in co-operation with the various agencies interested in education and in the specific subject treated by the courses.

BOOKS AND WORK FOR THE BLIND

Budget estimate, three years, \$60,000.

There are two points to be considered

in connection with the fact that the blind of the country number 75,000; first, is the need of alleviating the condition of so large a number of unfortunate people and providing for them through the means of reading and study, contact with the normal useful life of the average citizen; second, the demand for books for so comparatively small a number of people precludes the possibility of their being brought out commercially.

A Braille book occupies at least ten times as much space as its counterpart in the ordinary printed book. The plates for the average volume cost from one hundred to five hundred dollars. Any brailled book is doing well if it sells at the rate of 100 to 150 copies in ten years, and can in no instance be expected to pay for itself.

After several years of investigation by the Uniform Type Commission of the various raised types in use, a uniform type was adopted, known as Revised Braille grade 1½.

There are at present only about 130 titles in this type, of which 94 are for adult readers. Of these the American Library Association has brailled 36. In the development of this work for the civil blind we are directly aiding the war blind, who have a claim to our help out of all proportion to their limited number.

The subsidy of \$10,000 per year given by the Government to the American Printing House for the Blind has recently been increased to \$50,000. This sum is used almost entirely for textbooks and supplementary reading for the younger blind and therefore does not adequately meet the needs of adults.

The A. L. A. should braille and promote the brailling of books for the blind; prepare embossed lists of all books published in Revised Braille; promote the extension of libraries for the blind where needed; and meet such other well defined requirements as may from time to time be suggested by the committee on work with the blind.

INSTITUTIONAL LIBRARIES

HOSPITALS, PRISONS, ORPHANAGES, ETC.

Budget estimate, three years, \$60,000.

The A. L. A. should consider the promotion of library service in hospitals and other state, city and government institutions a part of its program, and should carry on a campaign of education to inform the public as to the need of libraries in such institutions. The association should also in co-operation with existing library agencies and with such organizations as the Red Cross, the National Tuberculosis Association, and the Bureau of Hygiene, work for better provision for institutional libraries through the passage of new laws and increased appropriations by Congress and state legislatures.

The A. L. A. should not provide a direct book service to institutions but should give professional advice and assistance upon request and especially emphasize the necessity for well selected, efficiently administered libraries under trained supervision.

SPECIAL LIBRARIES

INCLUDING BUSINESS AND INDUSTRIAL LIBRARIES (IN CO-OPERATION WITH SPECIAL LIBRARIES ASSOCIATION)

Budget estimate, three years, \$110,000.

The most important aspect of the work of this department has to do with the organization and administration of an information service for the executive, commercial and technical phases of all kinds of business. Business organizations are finding more and more that for this work they must call into their service persons trained in library methods. Many of the larger corporations have such trained persons in charge of libraries or information departments and depend upon this new branch of their organization for the sort of "fact information" which is needed as a basis for intelligent, executive action.

The highly specialized service required in business organizations cannot ordinarily be provided by Public Libraries, but the latter can perform an important service by promoting and encouraging the organiza-

tion of Special Library service as a part of business organizations. The Public Library can co-operate far more effectively with organizations maintaining such Special Libraries. Both the Public Library and the Special Library are essential to a fully developed library service for a community with highly organized and specialized business and industrial interests.

The American Library Association ought not to assume an attitude of indifference to the appeal for expert assistance in the organization of Special Libraries, for there is an unprecedented opportunity for the further extension of this newer phase of library activity. To achieve this object it is necessary first to ascertain the nature and extent of the progress made and to make this knowledge available to all workers in the field through a central clearing-house of information. Such a clearing-house would keep all librarians informed of developments in the Special Library field and publish, from time to time, studies and bibliographies of interest and value. It would also give advisory assistance to business houses contemplating the organization of Special Libraries, presumably at the expense of the business houses making the request.

A Joint Committee of Seven has been created, consisting of members of the A. L. A. and the Special Libraries Association, which will supervise the work in this field.

EUROPEAN HEADQUARTERS IN PARIS

Budget estimate, three years, \$110,000.
(of which \$75,000 is available in War Service Funds)

The American Library Association must do its part in promoting international understanding and good will. It must also co-operate with other agencies in making available to the people of foreign countries information about America.

All over the world business men are interested in American business methods; statesmen and newspaper men are interested in American politics, government and history; students and general readers are

eager to learn more about all these subjects. If the American Library Association can help in any way to meet these needs it will have done something to promote desirable international relations and better understanding of American ideals.

The American Library Association Headquarters in Paris is about to become the American Library in Paris, Inc. It will be under the supervision of a Board of Directors, three members of which will be appointed by the A. L. A. Executive Board.

This Library will provide American books and periodicals for the use of students and general readers in Paris. It will be supported in the main by the American and English residents in Paris who have already subscribed several hundred thousand francs for this purpose.

This outpost of the American Library Association in Paris may also serve as a representative of American libraries and assist in promoting inter-library loans and in obtaining European publications which cannot be readily obtained through the usual trade channels.

The Paris library will at all times offer the world an example of an American public library functioning according to the latest and most approved American methods and practice. It will be a practical demonstration of the American library idea. It should include specifically an up-to-date collection of the best books on scientific and technical subjects, on national, state and municipal government, on laws and legislation, political science, social experiment, economic conditions, etc.

To it there may be addressed or referred all inquiries from any part of Europe for information relating to American library administration. Machinery for the prompt and accurate answering of such inquiries will be set up. Reciprocally, the staff of the Paris library will collect data on all phases of European library activity and developments and pass it on to American libraries, and all other institutions or individuals desiring it.

Gradually it will build up a free, expert information service for statesmen, publi-

cists, journalists, students and organizations seeking knowledge of public affairs and conditions in America and Europe. In a word, one of its most obvious duties would be to put at the disposition of Europe the best in American thought and literature, accurately interpreting America to Europe and, in turn, guiding America to the best European thought and literature. In this direction its possibilities as a powerful means of enlightened international understanding are incalculable.

GENERAL PUBLICITY

INFORMATION ON LIBRARIES AND LIBRARY SERVICE

Budget estimate, three years, \$130,000.

Business recognizes advertising as a necessity. The public library is essentially a business conducted for the public welfare and cannot escape the laws of business if it is to progress. Although every library has its local problems and must adapt its publicity to them, still all nation-wide advertising of libraries will help the local library. It has been demonstrated completely during the Enlarged Program campaign that libraries have wide news value and a popular appeal and that a publicity department of the A. L. A. can obtain generous space for library affairs in newspapers and magazines.

The whole enlarged program is in the best sense of the word a publicity program to get before the public accurate information about libraries.

Magazines—During the appeal for funds, scores of magazines have printed articles. The space given by the Saturday Evening Post for two articles would have cost approximately \$7,000 in the advertising columns. Technical and trade journals have printed articles gladly and connections have been made which can be continued to advantage. Several magazine writers could undoubtedly be kept constantly busy placing articles on library affairs in magazines. There is no trade or occupation which does not have its literature and a library appeal can be made from its special point of view, as has been demonstrated.

Newspapers—Newspaper publicity for library activities can be obtained widely, but the best way to do this as shown by the publicity obtained through the Appeal for Funds is through localized press releases. It will be possible for a central bureau to send out news stories which can be released by library commissions for their respective states. This has already been done to advantage at the request of library commissions. Headquarters has received more than 2,000 clippings on the Enlarged Program, which is only a small proportion of the material which has been printed, as no clipping bureau makes adequate returns.

Clearing-House—At present much valuable publicity work done by individual libraries is used only locally, when it might profitably be sent on to many other libraries that need just that type of material. The Publicity Department would act as a clearing-house for library publicity methods.

Exhibits—Exhibits at state and county fairs and at association meetings of various kinds are an important means of giving people the library idea. They are expensive to prepare and each exhibit should be used many times. They may best be prepared and routed by a central agency. This has been done during the present year for the National Conference of Social Workers, National Tuberculosis Association and advertising clubs in various cities.

Leaflets, Booklets, Etc.—The Publicity Department should prepare leaflets and other material to increase general interest in libraries, especially to meet special needs of states or cities when waging campaigns for better library legislation or increased library income. Many requests for such assistance have come to the A. L. A. Headquarters for years past, but for lack of funds, little if any aid could be given.

Increased Income and Salaries—The Publicity Department should devote special attention to the need of getting larger incomes for existing libraries.

Increased salaries will naturally come from increased incomes, but much can be

done in promoting by judicious and widespread publicity the need for better salaries for librarians. The fact that magazines and newspapers, through the efforts of the N. E. A., have given such wide publicity to the need of higher salaries for teachers, would tend to show that they would give similar publicity to the need for higher salaries for librarians.

SURVEY OF LIBRARY SERVICE

ITS ADEQUACY AND ITS OPPORTUNITIES

Budget estimate, two years, \$60,000.

The prime function of the Committee of Five on Library Service is to make a survey of actual library service, prepare a statement of how American libraries of every class and type are meeting or failing to meet their opportunities, and to set forth a program of the great possibilities before us. Librarians want a plan of operation, a norm with which they can measure their efforts.

If successfully carried out there should result standards for libraries—standards of equipment, buildings, operating costs, service of all sorts, salaries and income generally.

Librarians have not at their disposal complete facts regarding their own work, its methods, its administration, and its results. We have a great body of statistics, yet despite our A. L. A. rules, they are not accurately comparable, nor are they always selected intelligently, and with some definite purpose in view. The great body of data relating to our work is not capable of being thrown into statistical form. Any one, therefore, who now talks about library work as a nation-wide, inter-connected body of effort, who tries to evaluate it and to make recommendations for its extension and improvement, is doing so without knowing his facts, for they have not been completely ascertained, classified and coordinated.

The first division as indicated in Dr. Bostwick's report concerns the acquisition of books and everything done to them or about them previous to their actual use. This includes not only the selection and

purchase of books, but their storage and care, including the construction and equipment of library buildings, bookbinding and repair, cataloging and classification.

The second division, relating to the circulating and use of books will include their use in buildings for reference or other purposes, special and departmental libraries and collections, branches and stations, county, township and traveling libraries, work with children, schools and institutions and the foreign born. It may give some idea of the extent of this division to know that the circulation of books for home use alone has already been subdivided into five headings with 22 sub-headings.

The third division, embracing activities unconnected directly with books will comprise the relation of libraries with the Federal Government, the work of State Associations, local clubs and library commissions, legislation, finances, and board organization, publications, social work, meetings, lecture classes, Americanization work and publicity, together with such museum work as libraries may properly engage in.

The fourth division covers the formation, training, control and welfare of the library staff, education and training, employment problems, such as selection, civil service control, efficiency ratings, promotion and discipline, salaries, grades and certification; welfare problems, working conditions, hours, vacations, pensions, staff associations and unions, and problems of status, especially those affecting the academic rank of librarians in educational institutions, and the rating of the library as compared with other departments of a school or college.

PUBLISHING ACTIVITIES

(Professional)

UNION BIBLIOGRAPHIES AND INDEXES, BOOK
SELECTION SERVICE—AFTER INITIAL
EXPENDITURE TO BE IN PART
SELF-SUPPORTING

Budget estimate, three years, \$130,000.

The following are samples of publishing activities, existent or non-existent, which

might well receive encouragement and support from the A. L. A. under its Enlarged Program:

- I. Indexes to Periodical and Pamphlet Material.
 1. Public Affairs Information Service.
 - a. Existent:
 2. Index to Legal Periodicals.
 - b. Non-Existent:
 1. Index to Humanistic Literature.
 2. Comprehensive Index, cumulated, to current professional library literature in all languages.
- II. Bibliographies and Union Lists.
 - a. Publication of bibliographies on well-defined subjects in response to known needs.
 - b. Grants for the *preparation* of union lists which will be published and distributed at the expense of the Institute of International Education.
- III. Professional Library Manuals.
 - a. Guides to the teaching of Library Economy.
 - b. Manuals of Special Library Economy (Business, Industrial, Technical, etc.).
 - c. Other specialized manuals (College, University, Law, Medical and Theological library practice).
 - d. Manuals on the *Use* of books in Special Fields.
 - e. Manuals on library establishment and development.
- IV. Book Selection.
 - a. The Booklist.
 - b. Publication of selected lists of books on special subjects suitable for purchase by general libraries.
 - c. Systematic supply of book notes and reviews to magazines and newspapers (in co-operation with the publicity department).
- V. Promotion of the publication by established publishing houses and associations of books of special interest and value to libraries.

CERTIFICATION, SALARIES, RECRUITING FOR LIBRARIANSHIP AND EMPLOYMENT BUREAU

Budget estimated, three years, \$75,000.

Library work must be raised to the high standards of the long-established and fully recognized professions. To accomplish this, these four activities should be undertaken in a systematic, connected way and on a scale impossible of attainment except by a national organization.

Certification—The establishment of a minimum grade is the first step to professional rank. The whole question of salaries, appropriations, library training and recruiting is influenced by this matter of standards, which will improve the personnel of the profession by attracting desirable people and will raise the status of librarianship as a profession in the eyes of the public.

The establishment and maintenance of a national system of certification should include a survey of training facilities, the preparation of schemes to test and grade fitness, the extension of facilities for training in different parts of the country, the establishment of a system of graded certificates, provision for co-operation by the different states, and the creation of a committee or board to carry on the machinery of this work.

Salaries—We have records of the resignation of 1,710 librarians who have left the profession in the last 3 years.

A comparison of the salaries paid, and a consideration of the limited training and equipment accepted as adequate for librarianship in many quarters, indicates that the public and the employer do not consider library work a profession. This is further emphasized by the fact that the increase in librarians' salaries from 1915 to 1919 has been much less than that in many other lines of work.

There is need, then, of organized effort by some agency toward the betterment of salaries. This effort should begin with a study of the problem in groups of cities of different sizes, a comparison with the sala-

ries of teachers and other educational and social workers and an investigation of conditions affecting salaries. The resulting facts and conclusions should be so reported and generally published as to influence public opinion, and the agency conducting such a survey and such publicity would naturally be in a position to give advice in dealing with the situation.

Recruiting for Librarianship—The need of recruiting for librarianship is urgent and is growing rapidly as higher salaries attract librarians in increasing numbers to executive and administrative positions in other fields.

A large demand for librarians will also result logically from the extension of library work through the Enlarged Program.

An immediate and continued effort to awaken interest in librarianship as a profession is necessary to attract men and women of the proper type of large calibre.

This is a work which should be done on a large scale by every dignified method, by articles and addresses, personal visits to colleges and universities and preparatory schools, by close co-operation with leaders of vocational conferences, and in association with the library schools.

Employment Bureau—A large body of evidence is in hand proving the need of a strong, well organized Employment Service at Headquarters which will gather information as to conditions, salaries and cost of living, positions and applicants; which will get in touch with library schools and co-operate with them, and will meet the needs of librarians without library school connections.

Such an Employment Service would be of benefit both to individual librarians and to library boards throughout the country.

MERCHANT MARINE, COAST GUARD, LIGHTHOUSES

Budget estimate, three years, \$405,000. (of which \$335,000 is available in War Service Funds)

The Library War Service of the A. L. A. since July, 1919, has been supplying libraries to the men on United States Ship-

ping Board boats, extending the service on December 1, 1919, to all American merchant ships. To date 239,490 books have been placed on 1,806 ships.

The twenty-eight hundred men in the 325 stations of the United States Coast Guard are being supplied with books and magazines which would otherwise be unobtainable at these isolated stations.

Most of the 724 lighthouses, as well as the 67 lightships constantly in commission are inaccessible to cities and towns where books or reading matter could be obtained. Because of lack of funds the Lighthouse Service has been unable to replace to any considerable extent the books in its traveling library collections. These collections are being brought up to date by the A. L. A. and arrangements are being perfected whereby men in the lighthouse service may obtain any special books wanted for serious use.

It has been claimed by organizations of seamen that they represent the largest class of taxpayers, who derive none of the benefits from public institutions such as free libraries, which are in part supported by their taxes.

The American Library Association is the only organization properly equipped to inaugurate a national library service for American seamen who come from every state in the union. It is in keeping with the aims of the A. L. A. to see that such a service is maintained until there is in existence some national organization devoted to the welfare of seamen, to which the machinery set up by the A. L. A. can be entrusted with some assurance that the work will be properly maintained.

The funds at present available for carrying on library service to the Merchant Marine are sufficient to organize and sustain the work for less than two years. The problems of perfecting an adequate service are such that it is highly improbable that the work will be in shape to turn over to some other organization within this time. Therefore, if the work is to be put upon a permanent basis, it is of the utmost importance that it be temporarily financed

by the A. L. A. as part of its Enlarged Program. Officials of the National Marine League and others in close touch with shipping matters are of the belief that when library service on shipboard has been properly demonstrated, funds can be secured from ship owners to continue it under the direction of the League or some similar organization.

Officials of the Departments of Commerce and the Treasury are of the opinion that the work can be taken over by the government after adequate libraries have been installed in the Lighthouse and Coast Guard Stations.

EX-SERVICE MEN

Budget estimate, one year, \$110,000.
(War Service Funds)

This work is being carried on by War Service Funds and will not be continued from Enlarged Program Funds.

BLIND EX-SERVICE MEN

Budget estimate, one year, \$20,000.
(War Service Funds)

See under heading, "Books and Work for the Blind."

PUBLIC HEALTH SERVICE HOSPITALS

Budget estimate, two years, \$185,000.
(War Service Funds)

See under heading, "Institutional Libraries."

WAR WORK INDUSTRIES

Budget estimate, one year, \$75,000.
(War Service Funds)

See under heading, "Special Libraries."

BUDGET STATEMENT

The accompanying budget provides for the building up, during a three year period, of an organization effective for the performance of the American Library Association's new and larger duties. After the end of the third year, the work of the Association can be done, if necessary, on a basis of greatly diminishing costs.

It will be seen that the budget conforms to the action taken by the Executive

Board at Atlantic City, on April 30, 1920, when it was voted: "That the Executive Board recommend at the next annual meeting of the A. L. A. that at least fifty per cent of the money received in consequence of the present authorized appeal shall be set aside as a permanent endowment." Under this new plan the endowment fund will be devoted to the general purposes of the A. L. A. The fund will be invested by the Endowment Committee and the expenditure of the interest of the fund will be under the control of the Executive Board.

The library activities selected and pressing for immediate development fall into two natural groups: the extension of library service, and its improvement. They are limited to those important professional objects, which cannot be placed on a commercial, or self-supporting basis, and for which popular support is imperative, and may reasonably be expected at this time, to meet the national need of better library service.

In addition to these, there are special war activities of the A. L. A. which have not yet ended, or have not already been assumed by the Government. Of these, the work with ex-service men and in the War Work Industries will cease within the coming year. Work with blind ex-service men, after the first year, will be merged with the general work for the blind. Hospital service will, it is thought, need to be continued for part of an additional year. The total estimated cost of these related activities will amount to \$905,000. Of this sum \$800,000 is already on hand, as of January 1, 1920, in the library War Service Fund, and can be devoted to no other purpose. The balance, \$105,000, which is needed to finish the work creditably for the Association, namely maintenance of European Headquarters in Paris; work with the Merchant Marine, Coast Guard and Lighthouses, will come from the fund now being raised. It is hoped that it will in great part, perhaps in its entirety, be secured from special organizations and from individuals that are particularly interested.

It is not intended to assume responsibility, even for these restricted activities growing out of War Service, beyond the scheduled years. They should all be placed sooner, if possible, on a self-sustaining basis, or their support undertaken by the Government, or other agency. But it is the duty of the A. L. A. to do its best to secure their permanent and effective establishment through practical demonstration, service, and in other ways.

Co-operation with allied organizations is to be understood as co-operation in work; above all, work that will eliminate duplication.

This budget plan is, of necessity, preliminary and tentative, but it is needed to explain to the public in summary and practical form the purposes for which the money is required. The Executive Board will assume the further work and functions of the Committee on Enlarged Program on June 30, or as soon thereafter as the Committee's final report can be submitted.

The details of the employment of the money, the choice of the first objects for which it is to be used, the careful planning of ways and means, the development of an efficient organization to give practical effect to the plan, all will be the responsibility of the Executive Board as reconstructed after the coming annual conference, and the work is to be carried out under their control with the help of the standing and special committees of the Association.

Money received will be devoted only to

those objects specified, in the Budget, and will be accepted, as may be desired, as a contribution either to

- a. The whole fund.
- b. Any part of the fund, for use during the three-year period.
- c. The endowment for the whole, or
- d. Any part of the fund.

The methods of conducting the present financial campaign, with proper accounting and audit, conform to the requirements and regulations of the National Information Bureau, which has formally placed the A. L. A. on its new approved list of organizations worthy of public support. Monthly reports, including a financial statement, covering the activities of the Committee on Enlarged Program, are made by the Secretary of the Association to the Executive Board. This financial statement is published in the library periodicals. Weekly financial statements are regularly prepared, and are on file in the New York office, where they are open to public inspection and where any other desired information may be obtained.

The budget here presented includes all the activities previously listed, but in most cases with the several sums assigned to each proportionately reduced. A new arrangement of the separate items, grouping related activities together, reduces the number of headings from four to three, the number of sub-headings from twenty-four to sixteen. In this form it is believed that the budget may more easily be subjected to analysis, criticism and revision.

BUDGET FOR A. L. A. ENLARGED PROGRAM

	June 1, 1920 to May 31, 1921	1921 to 1922	1922 to 1923	Total
A, Extension of Library Service Through Existing Library Agencies.				
1. Library Extension; promotion of legislation and adequate appropriations for state, municipal, county, and school library work; and work with children	\$ 45,000	\$ 60,000	\$ 60,000	\$ 165,000
2. Work with foreign born and preparation for citizenship	20,000	20,000	20,000	60,000
3. Adult Self-Education (booklists, reading courses, book publicity)	15,000	15,000	15,000	45,000
4. Books and Work for the Blind.....	20,000	20,000	20,000	60,000
5. Institutional libraries (hospitals, prisons, orphanages, etc.)	20,000	20,000	20,000	60,000
6. Special Libraries, including business and industrial libraries (in co-operation with Special Libraries Association)	30,000	40,000	40,000	110,000
7. European Headquarters in Paris.....	*75,000	20,000	15,000	110,000
8. General Publicity and information on libraries and library services.....	45,000	45,000	40,000	130,000
B. Improvement of Library Methods and Service.				
1. Survey of library service, its adequacy and its opportunities	30,000	30,000	60,000
2. Publishing activities (professional), Union bibliographies and indexes. Book selection service—after initial expenditure to be in part self-supporting	45,000	45,000	40,000	130,000
3. Certification, salaries, recruiting for librarianship, Employment Bureau.....	25,000	25,000	25,000	75,000
C. Continuance of Service Not Yet Taken Over by Federal or Other Agencies.				
1. Merchant Marine, Coast Guard, Lighthouses....	*270,000	†85,000	50,000	405,000
2. Ex-service men	*110,000	110,000
3. Blind ex-service men.....	* 20,000	20,000
4. Public Health Service Hospitals.....	*150,000	†35,000	185,000
5. War Work Industries.....	* 75,000	75,000
Total	\$995,000	\$460,000	\$345,000	\$1,800,000
Deduct cash on hand—Library War Service Fund as of Jan. 1st, 1920.....				800,000
Balance needed for use between now and May 31st, 1923.....				\$1,000,000
Permanent endowment for the A. L. A.....				1,000,000
Total enlarged program appeal.....				\$2,000,000

*\$700,000 to be paid from Library War Service Fund covering January 1, 1920 to May 31, 1921.

†\$35,000 to be paid from Library War Service Fund.

‡\$65,000 to be paid from Library War Service Fund.

The loan of \$202,340 for campaign expenses will be a first claim upon the money collected.

REPORT OF THE COMMITTEE ON PREPARATION OF A BIBLIOGRAPHY OF HUMANISTIC LITERATURE

The Committee has not been able to meet during the year. It has had considerable correspondence both with Professor Frederick J. Teggart, of the University of California; Professor J. Franklin Jameson, Director of the Department of Historical Research of the Carnegie Institution of Washington, and among its own members.

Professor Teggart presented this subject to the Asbury Park Conference. He is the Chairman of the Committee of the American Association of University Professors particularly charged with preparing a Bibliography of Humanistic Studies. It was to aid his efforts, and to give advice as to methods, that a committee of the American Library Association was appointed, following the Asbury Park Conference.

Professor Teggart returned to the University of California in the fall, and there has been very little progress made since his resumption of the duties of his professorship. The necessary funds have not been raised, and it has seemed inadvisable to attempt action in advance of the assurance of a sufficient sum to cover the first year or two of the proposed Bibliography.

Mr. Keogh represented this Committee before the Council of American Learned Societies, which met on February fourteenth, in New York City. He presented, in behalf of the Committee, to this Council Professor's Teggart's plan, with the assurance of the approval of the project by the American Library Association as a whole, following its vote of approval last June. Mr. Keogh outlined the tentative plan of Professor Teggart which had been communicated to the Committee, and indicated the probable initial cost and the probable annual maintenance cost of a periodical Bibliography of Humanistic Studies. He suggested, on behalf of the Committee, that an appropriation might be made from the funds at the disposal of the Council of

American Learned Societies for the preparation of lists of magazines and the compilation of data necessary for a decision on this subject. The Council took the matter under advisement, and up to the date of this report (May first) it has not communicated its decision to your Committee.

The Committee submits the above as a report of progress and recommends that it be continued, in order that it may be ready to act if the funds should be forthcoming for the inauguration of this highly desirable enterprise. The Committee feels that the approval by the Association, at its Asbury Park Conference, of the plans presented by Professor Teggart has proven a valuable evidence of the worth of the project, and there seems a probability that within the next year some decisive steps may be taken to inaugurate a Bibliography of Humanistic Studies on the lines proposed to the Association in June 1919.

Respectfully submitted,
WM. W. BISHOP, Chairman,
E. H. ANDERSON,
ANDREW KEOGH,
H. H. B. MEYER,

REPORT OF COMMITTEE ON DETERIO- RATION OF NEWSPRINT PAPER

The Committee has made no investigations this year. In view of the impossibility of making any progress without funds with which to conduct investigation and in view of the improbability of the granting of any such funds in the immediate future we recommend that the Committee be discharged.

H. M. LYDENBERG, Chairman.
FRANK P. HILL,
CEDRIC CHIVERS.

REPORT OF THE COMMITTEE ON SPONSORSHIP FOR KNOWLEDGE

There have been several tryouts for sponsorship plans, one of which was in the name of this committee. In these there has been shown much willingness to register for sponsorships, but very little

use has been made by the public of the resources thus afforded.

The problem, therefore, is largely one of publicity for getting the resources used. Plans are now afoot for a similar undertaking local to Boston which includes a program of publicity. We believe that the experience of this new undertaking will be of great help in deciding upon feasible ways and means of introducing the sponsorship principle on a large scale. The committee, therefore, asks to have its term extended another year with the expectation that it will have something more definite to report at the next convention.

C. F. D. BELDEN,
G. W. LEE,
J. G. MOULTON,
G. H. TRIPP,
H. C. WELLMAN,
F. H. WHITMORE.

REPORT OF THE SPECIAL COMMITTEE ON CERTIFICATION, STANDARDIZA- TION, AND LIBRARY TRAINING

The special committee appointed by the Executive Board of the American Library Association "to consider the subjects of certification, standardization, and library training" in their relation to the Enlarged Program met in Cleveland, April 6, 1920, with all members present. Mr. Windsor, the chairman of the Committee on Standardization and Certification appointed by the Council, was invited but was unable to attend. Many changes have resulted from further correspondence between members of the Committee.

The Committee is convinced that the establishment of a board confined chiefly to giving professional certificates based on examinations, library experience or the possession of library school diplomas or certificates might obstruct rather than promote professional standards. Any board whose purpose is to raise professional standards should have a wider scope. Examinations should be incidental, not fundamental in the board's activities. In its attempts to promote better professional status for librarians through established

standards for professional training or experience, such a board should investigate and evaluate all agencies for training in library methods and should correlate their work into a coherent and comprehensive system which should furnish the greatest practicable opportunity to the greatest number of library workers. It should recommend the establishment of new training agencies as needed and should establish grades of library service and provide for suitable credentials based on training and experience.

This will imply active co-operation with other organized agencies. The A. L. A. Committee on Library Training and the Professional Training Section consider various phases of library training. The Committee on Standardization of Libraries and Certification of Librarians appointed by the Council of the A. L. A. has already made valuable suggestions on its specific subject. The Association of American Library Schools has done constructive work in its own field. The League of Library Commissions largely determines the trend of summer library schools. The Special Library Association has devoted considerable time to discussing suitable training for its types of library work. The Secondary Education and Library Departments of the National Education Association are very influential in determining the future of training for school librarians.

All these, and other organizations, are needed to act with any board of library standardization and certification. They cannot well perform the centralized functions properly belonging to such a board. There are other ways in which they can assist. Many potential phases of library training are as yet quite undeveloped, or only partially developed. Among these, correspondence courses conducted by a central responsible agency, with instructional or regional centres in which short courses and practical work in residence, to supplement the correspondence courses, could be given; the temporary exchange (for purposes of practice) of library assistants; fixing standards for training-

classes and more definite determination of the place of normal-school courses and college courses in bibliography in the general scheme of library training. Suitable correlation of these agencies would make it possible for any ambitious librarian (however small her library or remote her town or village) to obtain a fair amount of systematic training at a minimum of time and expense.

The establishment of a reasonable basis of credit would require the evaluation of both experience and training and would ensure substantial justice to the ambitious librarian unable to attend a lengthy course in a training class or library school. It would make it easier for such library worker to continue her professional studies in a library school or other recognized training agency in case an opportunity to attend the class or school should arise. It might also enable the library schools to improve their courses by eliminating much elementary routine work and instruction which are now necessarily included in the courses.

Certification necessarily implies some standard of experience and training on which credits may be based, hence standardization in its broad sense is implied in the creation of any board such as is here indicated. In view of the existing committee of the A. L. A. on Standardization, which has been making a study of this subject, this special committee makes no definite suggestions on standardization but assumes that the Board will utilize the results of such investigation. This Committee wishes to emphasize the advisory function of such a board and to point to the fact that it need in no way infringe on any rights or initiative of state library boards, commissions or associations. It would, on the other hand, undoubtedly often be of service to them in obtaining needed state legislation.

The same is true of any registration or employment bureau which the A. L. A. or other responsible body may establish. By taking a broad view of the field the board would issue credentials based on quality

or training and experience rather than on mere length of service (irrespective of its type or value) or on the mere possession or non-possession of a school certificate. Such credentials would be of the greatest value to any agency for recommending workers for library vacancies and would help remove any misunderstandings and distinctions based merely on attendance or non-attendance at library schools or training classes.

The make-up of such a board presents difficulties. To be representative it must include varied leading types of library work. It must not be so large as to be unwieldy. Since its functions are advisory and legislative, it must detail its executive work to an executive staff. Its success will therefore largely depend on financial support sufficient to obtain the services of a competent executive staff, preferably at A. L. A. headquarters.

The Committee recommends the creation of a board of nine members, five to be elected by the Council of the American Library Association, one of whom shall represent a public library with a training class, one a small public library, one a state or federal library, and one a college or reference library. The four other members shall be elected by the Council upon nomination by each of the following organizations: the Association of American Library Schools, the League of Library Commissions, the National Education Association, and the Special Libraries Association. In regard to the fifth member to be elected by the Council, the Committee is divided. The majority prefer to leave the library connection of this member unassigned in order to give a wider range of choice. To provide continuity of policy and definite terms of service two of the members elected by the Council should be elected each year at the annual meeting of the A. L. A. for a term of two years. The fifth member elected by the Council and the four members elected on nomination of the library organizations named above should be elected for a term of five years each, one being elected each year at the

annual meeting of the A. L. A. This will, after four years, result in the election of three new members annually. It will ensure continuity of policy, while permitting enough change of membership to prevent undue conservatism. At the organization of the board the members shall draw lots to determine their terms of office (one year, two years, etc.) required to put the two-year and five-year terms as outlined, into effect.

The Committee believes that constitutional provision should be made for such a board. In view of the delay necessarily involved in such action and the immediate need of some such body, it further recommends that the Executive Board appoint a committee such as is outlined above for the immediate consideration of such subjects as may properly be brought before it and to serve until a permanent board is authorized. To give additional standing and authority to such a board it is advisable to consider also its incorporation under state or federal charter.

To summarize, the board could serve the purpose which similar boards in other professions such as the American Medical Association, the national and state bar associations, etc., are serving. It could help give the public some fairly concrete idea of the character and value of library work by approving practical standards of library work based on real library conditions. It could improve the status of library workers by recognizing through credentials the services of those whose work or training enabled them to meet successfully the standards required for good library work. Through improvement in the quality of library training agencies and through multiplying opportunities for using these agencies it could virtually eliminate the need of any library worker's being deprived of at least some measure of professional training. It could act, not as an autocracy aiming at arbitrary uniformity or equally arbitrary distinction, but it could stand back of any honest attempt to improve the quality of library service as

far as such improvement would be possible under local conditions.

The following specific recommendations are presented:

1. That a National Board of Certification for Librarians be established by the American Library Association and that permanent provision for such a board be incorporated in the constitution of the Association.

2. That this Board shall investigate all existing agencies for teaching library subjects and methods, shall evaluate their work for purposes of certification, shall seek to correlate these agencies into an organized system and to that end shall recommend such new agencies as seem to it desirable and shall establish grades of library service with appropriate certificates. It shall actively co-operate with any official bureau of information or registration established by any of the professional organizations electing or nominating members of the board.

3. That the creation of such a board shall have for one of its purposes the stimulation, through state and local library commissions or associations, of the improvement of library service and the professional status of library workers. The board shall render these organizations all possible assistance in any such action as is contemplated by them.

4. That, pending constitutional provision for such a board, the Executive Board of the American Library Association be instructed to appoint a special committee of nine members to be constituted substantially as outlined in the foregoing report.

5. That adequate financial support for this board be provided from funds procured through the Enlarged Program campaign or otherwise.

FRANK K. WALTER, Chairman.

ALICE S. TYLER.

ADELINE B. ZACHERT.

A. S. ROOT.

C. C. WILLIAMSON.